



Statement of Purpose

www.thebeechhousesurrey.co.uk

Statement of Purpose



All staff working at The Beech House will be made aware of the contents of the Statement of Purpose and a copy must be easily accessible. The registered person formally approves the Statement of Purpose of the home, and reviews, updates and modifies it where necessary, at least annually.

Any proposed significant changes or modifications are to be notified to OFSTED before implementation.

The Children's Homes (England) Regulations 2015 requires that we have a written statement of purpose for our children's home. In addition, requires that we provide a copy of this document to OFSTED and that we also make a copy available upon request for inspection by:

- Any person who works at the home
- Any child accommodated in the home
- The parent of any child accommodated in the home
- The placing authority of any child accommodated in the home
- Any placing authority who is considering placing a child in the home

This Statement of Purpose details all elements of service provision and for example, includes:

- Quality and purpose of care
- Views, wishes and feelings
- Education
- Enjoyment and achievement
- Health
- Positive relations
- Protection of children
- Leadership and management
- Care planning

In essence:

- This is a critically important document for The Beech House, but more importantly for the young people who use our service, their families and their sponsor(s).
- It is the primary foundation for the service that we provide at The Beech House and how we deliver the service
- It is the practice and management template that we aim to be adhered to and be measured by
- It is a statement of how The Beech House will aim to ensure that we put Children's Rights to the fore

If you need assistance in respect to matters contained in this document, please discuss these with the Registered Manager and / or staff in the home



Quality and Purpose of Care

The Beech House is a therapeutic home, registered and set up to provide a specialist, holistic input for children and young people of both sexes aged 10 to 18 years old. In exceptional circumstances a young person who is younger than 10 years old, may be accommodated in the home, but reasons for this will be clearly communicated with the relevant people, and appropriate impact risk assessments carried out. Our homes ethos is based on attachment theory and we work with this model through therapeutic interventions to rebuild the bonds of attachment.

Each young person, however old when they move in, will have a pathway plan/transition plan in place which will be reviewed regularly. However their independence planning will commence between 16-17 years old, depending on the young person. Each young person will have their own risk assessments, Internal placement plan and behaviour management plan, which will be regularly reviewed as a team and with other professionals and any updates shared.

The young people will have experienced a level of trauma and present with Emotional and Behavioural difficulties, which may include Mild to Moderate Autism, ADHD, ODD, Conduct disorder, Attachment disorders, eating Disorders, Tourette's, Selective Mutism, Anxiety disorders, sleep disorders, mood disorders, gender identity disorder, adjustment disorder. Coupled with Mild learning disabilities, for example Dyslexia, Dyspraxia, Dysgraphia. Dyscalculia, Auditory processing disorder and Visual processing issues.

The Beech House will also provide specialist service for children and young people who present with Mild Physical Disabilities- there will be access into the home for a wheelchair but not around the whole house.

Aims and Objectives of the home

Our aims and purpose at The Beech House is to provide a therapeutic, safe, holistic and nurturing environment with a high standard of accommodation. Individualised therapeutic interventions and care are progressively assessed for each child and young person. We will put in a framework of promoting children's well being, health (both physical and mental) and empowering them to achieve the best they can in life.

Specifically, we at The Beech House aim to primarily promote and advance children's rights to:

- Provide a, Therapeutic, safe, stable, caring and social environment.
- Provide a therapeutic community, where both staff and young people's mental health and emotional processing is the main focus and ethos.
- Safeguard and promote the young people's physical, mental, emotional welfare and development by good operational principles and standards of practice and care.
- Provide a flexible service, balancing individual needs and communal responsibilities.
- Ensure that the young people have access to education appropriate to their age and ability and within a reasonable distance to the home or in the on site school within the home if one is not available, or it is deemed more suitable for on site education.
- Ensure each child is engaging with therapy. Therapeutic interventions will underpin the homes ethos; a therapy programme will be bespoke to each child's needs, group therapy will also involve staff and young people.
- Ensure that a positive and proactive approach is taken with regards to health needs.
- Ensure that there is a range of social and leisure interest's available and young people are encouraged and supported to participate.
- Support the development and enhancement of daily living skills, a cohesive home environment and social responsibility.
- Ensure contact with family in accordance with care-plan
- Ensure that the young person is treated as an individual by participating in the planning process as much as possible. Their Wishes and feelings will be acted upon as far as is practical.
- Allow the young person representation and the right to complain
- Be attentive to individual needs in terms of age, gender, race, sexuality and disability, and meet specific cultural / religious needs.
- Provide a therapeutic community, where both staff and young people's mental health and emotional processing is the main focus and ethos.
- Comply with relevant legislation and policies of individual placing authorities
- Undertake an on-going training and development programmes for staff, and provide guidance to young people, intended to maximise the understanding and development for each.
- Provide the opportunity for each young person to experience stability, a sense of belonging, identity and self-worth and help prepare them for independent living.

The home is committed to Person-Centred Planning as follows:

A) Working with each child, his/her placement authority, social workers, parents, (as appropriate) and all others associated with his/her care towards identifying, implementing and reviewing a plan of care which is individual and specific to the child, and which adequately reflects his/her needs at any one time;

B) Look after each child or young person, and ensure that they enjoy a safe, secure, holistic, warm, caring and loving environment which will nurture their education, stimulate their development and encourage their general well-being.

C) Always look ahead, towards the child or young person's future needs, in order to prepare the child or young person as they grow and develop into young adults. For the time when they must leave the home, and live independently or in similar settings where their needs can be met as an adult;

D) Provide leisure, fun, encouragement, opportunity and support for each child or young person, with a view to each child or young person fulfilling their potential and personal goals;

E) Listen to all of the young people residing in the home, so that each of their views can be taken into account;

F) Through regular meetings and discussions, involve each child or young person in any changes of the home, in order that they may understand the Home's rules, and on occasion contribute to their development and review in the light of changing needs and circumstances.

G) Use communication methods best understood by each young person.



Staff at The Beech House passionately care for and **promote the wellbeing** of all young people placed there.

Ethos and Philosophy.

Our staff encourage personal growth through positive role modelling and appropriate parenting, coupled with therapeutic interventions.

To facilitate the young person's move towards a positive future, while strengthening their self-esteem. This will be achieved by constantly monitoring the views of the young people placed at The Beech House.

There is a continuous process of evaluating and revising the philosophy of care through training, supervision, staff meetings, key worker sessions and young people's meetings, Independent Person Assessment, Managers Review of Quality of Care, Quality Assurance Questionnaires as well as informal meetings and updates to families and significant others, social workers and the Independent Reviewing Officer(s) IROs. Each young person for whom care is provided is respected and valued as an individual. Care approach and planning is individually tailored to address the specific and changing needs of the individual.

To augment the above and through care planning we work in partnership with others to meet discreet needs of young people, for example psychological, emotional, health needs etc.

The philosophy of care at The Beech House is based on guidance laid out in the Children Act 1989, Volume Six Children with Emotional and Behavioural difficulties.

We believe that each child in our care has the fundamental right to:

- Be regarded as an individual and given our special attention.
- Be cared for by people who are capable of understanding and meeting their needs.
- Have fun.
- Be treated equally, and no less favourably than others; receive respect / support and understanding regarding their cultural, religious and spiritual beliefs.
- Receive an education plan which enhances their life prospects in every respect.
- Receive prompt attention in relation to their entire healthcare needs.
- Receive therapeutic interventions and a therapy programme for emotional support and to help with both emotional and mental health issues.
- Be safe, feel loved and always know that someone cares.
- Be informed about all important decisions that affect them, and to have a say.
- Be afforded privacy for themselves and their belongings.
- Be encouraged to think independently, and make their own choices.
- Free to complain about anything they feel is unfair or unjust, and to have that complaint listened and responded to.
- Supported to develop and nurture lasting friendships and contacts within and outside the home.

Accommodation and Facilities:

The Beech House can offer accommodation for up to six young people aged 10-18 years.



The Beech House is a spacious home spread over a ground level floor with a separate first floor, where the Beech House School is based. The ground floor is fully accessible for the children to use, aside from the staff only facilities/ staff room. The house has been adapted to meet the needs of the young people we care for; rooms are well proportioned (bedrooms are over 9m²) following specific health and safety guidelines and regulations. The communal rooms include the kitchen, bathrooms, living room, dining room and study/ break out area. Each child will have their own fully furnished bedroom.

Internal

Entrance Hall and corridor
6 bedrooms
2 staff offices - one with an en-suite bathroom
1 dining room
1 break out area/ study
1 kitchen
1 laundry room
2 bathrooms
1 living room

The Beech House School (located in the annex)

2 classrooms, 1 office/ classroom, kitchen, bathroom and medical bay.

External

There is a main drive area to the front of the house, which can house 3- 4 cars and internal courtyard with bike storage. There is a side gate and path that leads to a mature rear garden comprising of lawn area, trees, outdoor games and benches. This is enclosed by wooden fence panels on all sides. It also includes a storage shed and an out building.

The outbuilding consists of two rooms, used as multi-functional rooms for the young people and meetings with professionals/ staff/ young people. The building is operational between 0800 hrs to 1900 hrs Monday- Friday. (as per planning permission).

When the outbuilding is being used for therapy, it is for that sole use, but other activities can happen at all other times.

The building is also being used to accommodate staff supervision, training and ad hoc multi agency meetings. We have a lovely, large turfed area between the main building and the outbuilding which provides safe space for the young people to engage in outdoor activities like trampolining, swings, boxing, football, basket ball and they can also use the hammocks to rest and enjoy the weather when it's dry.

The Beech House promotes a home from home ethos and incorporates all of the homely features that would be found in any family home. We provide spacious single occupancy bedrooms that can be personalised to meet individual requirements. There is a separate downstairs toilet which is for staff and visitors use.

The living room is modern and comfortable; the lounge has a smart tv. The break out area/ study has space for key work sessions and a communal relaxation space.

The dining room is the heart of the house and the large table is accessible all day and evening for children and staff to interact with each other around, play games and eat meals together.

Young people are able to use any personal entertainment equipment they have brought with them. The use of audio, visual and written material is monitored to ensure that the young person does not have access to inappropriate material unless it is developmentally beneficial.

A telephone is available for young people to maintain contact with their family, friends, and social worker and legitimate contacts. This enables a level of direct but managed access.

There is a dedicated budget for food, housekeeping and outings as well as allocated allowance for the individuals for activities, clothing, pocket money and personal needs. Young people are encouraged to develop their social care skills and take part in independence training for which there will be a multilevel awards scheme in place. They are expected to be involved in all routine domestic tasks in the home as well as the preparation of meals according to their ages and abilities. When appropriate they will take part in shopping for their own meals and learn about food preparation, food hygiene and budgeting.

Young people eat at least one meal a day with the staff team. All staff involved in food preparation have completed a Food Hygiene course. On admission of a young person a list of known allergies will be obtained to ensure their safety.

Location

The Beech House is situated in West Molesey- there is good access to local activities, clubs, leisure facilities, local shops and transport links. The Beech House has developed good links with the Local Community Support Officers as well as Surrey Police CSE and Missing Persons Team, whom have reviewed their intelligence system and have stated they can find no information to suggest that the location of The Beech House is not suitable, or that there is any increased risk to the children that we care for. In their opinion the home is in a safe area with regard to safeguarding children. The manager will review the appropriateness and suitability of the home's location of the premises at least once a year.

Therapeutic approach

The Beech House prides itself on being an integrative therapeutic home, the home was created and set up by a Child Psychotherapist who had worked for many years previously, as a therapist for looked after children. It was her passion to help children and young people to help process their emotions in order to reach their full potential. This was and still is the basis for the home.

There is a designated space for therapy to take place, away from the main house, in the outbuilding. The therapy will be based on the child's needs and the therapist's reports will form part of their Individual therapy plans. The social workers and other parties will be kept informed of the therapist's views, opinions and reviews, without breaking confidentiality between therapist and client. The therapists will also have their own external supervision, where the clients can be discussed. This supervisor will understand the need for confidentiality of the content shared and discussed.

We work predominantly with attachment and building a healthy attachment pattern for each young person; once this is formed there are some very positive changes and we can try to undo some of the unhealthy patterns of behaviour. All staff during their induction will be trained in Attachment theory and how they can understand our young people, and help them to build healthy attachments. This therapeutic model is founded on positive relationships.

This is a model for professionals to support children to recover from trauma and disrupted attachments through the parenting, education and care they receive as well as through therapy. It includes a framework for practice across all levels of service delivery in social care, education and child and adolescent mental health services. Our combined approach aims to help professionals working together to support the young person to process their emotions.

The therapeutic process facilitates self-regulation and co-regulation with the development of positive relationships to re-establish bonds between adults and young people using boundaries, support, routines, activities, and an enriched environment provision. The programme is based on the principal that when shared experiences are incorporated into daily life, trust is built resulting in a feeling of security and belonging, allowing children and young people to feel more confident to reflect and change perspectives. This, in turn, enhances the capacity to remain regulated when engaged in activities that are normally challenging for the child/young person, allowing a higher-level functioning to occur such as social engagement and academic performance. Each child/young person has an assessment completed, by the independent, experienced, and qualified therapist that will be incorporated into their Individual Therapy Plan informing the therapeutic practice ensuring it remains progressive and consistent throughout the staff base.

Attachment theory follows the PACE approach to work with children and young people who have experienced the trauma of these early disruptions. Using principles of Playfulness, Acceptance, Curiosity and Empathy helps the primary carers of the child/young person understand the meaning of their child's behaviour and stay calm and emotionally regulated as they talk with their child, even at very difficult times. This, in turn, helps the young person calm and helps the primary carers remain emotionally available to the child.

Coupled with staff being trained in DDP and attachment theory we have continued training on therapeutic interventions with regular compulsory training for all staff; focused on working therapeutically with our young people. On top of this, the staff receive group clinical supervision this helps to process the staff's emotions around the work and look after their emotional well-being. We are fully aware to be able to work therapeutically with young people, our staff need to have the resilience and right support to be fully present for the young people. The Beech House believes that maintaining the wellbeing of staff and working on building a supportive, inclusive and well-informed team will impact positively on the young people in our care. The intensity of the role, coupled with the Children's experiences and behaviours, mean that the team will need to be capable of honest and transparent reflection both individually and in a group setting. Intrinsic to this is the capacity and willingness to learn from reflection to be emotionally cared for in the role, and to ensure that the children are not judged or critiqued for their behaviour. A qualified psychotherapist and supervisor will lead this reflection, through confidential, monthly Clinical Supervision. Staff are also offered optional, 1:1 counselling sessions during challenging times.

For our young people, on top of the care staff working with attachment and attunement, we employ a qualified and registered psychotherapist who attends once a week to individual sessions to each child/young person. Outcomes and progress are evidenced with termly therapeutic reports, reflection of the young person themselves, observation of staff, and other relevant professionals, progression of the young people's targets and risk assessments, a reduction of risk taking or negative behaviours, a developing ability to regulate emotions.

The Beech House also facilitates independent counsellors if children/young people join us while already in therapy as we believe this is in the best interest of the child/young person.

On top of the 1:1 sessions, there is a weekly group community session, facilitated by the homes manager to include staff and Young people. This group is extremely important for self-reflection, and a young person to understand themselves better, their role in a group and learn to have empathy for others. This is a pivotal part of the home, to ensure the dynamics between other young people stay positive and in line with our therapeutic ethos.

Cultural, Linguistic and religious

The Beech House is committed to equality, diversity and young people's rights. At all times the young people are treated with dignity and respect. Staff demonstrate principles of dignity and respect throughout their professional relationships, thus offering good role models for the young people in their care.

Staff are made aware that certain practices or sanctions can be seen as deprivation of liberty, therefore a lot of thought must go into how we work with the young people. Staff aim to mitigate and repair the effects of stereotyping and discrimination on the grounds of ethnicity, age, gender and sexual orientation. Staff are proactive in ensuring that both they and the young people are always treated fairly.

Children who wish to practice their religion will be given every possible help and facility to do so. In particular:

- We will arrange transport for children to any local place of worship if required;

- If asked to we will make contact with any local place of worship on a child's' behalf. We can usually arrange for a minister or a member of the relevant congregation to visit a child who would like this.

Children from different cultures are positively encouraged to retain their own identity and attention is given to clothing, health care and dietary needs etc. Children with linguistic needs will be supported by the home through staff learning simple phrases, through the employment of someone with the required learning skills, through PECS (picture exchange communication system) cards in the relevant language and through local support groups.

The Beech House has a diverse group of staff and through their expertise and knowledge coupled with a robust training program, we can support the young people in our care.



Views, Wishes and Feelings





At The Beech House we believe that the young people should be **encouraged and supported** to make decisions about their lives and to influence the way the home is run.

No young person is assumed to be unable to communicate his or her views. Therefore, the young person's opinions, and those of their families or significant others are sought. Similarly, each young person is appointed a key work team who will act as an advocate and provide input over key decisions, which are likely to affect the daily life and future of the young people.

- Young people attend weekly house meetings Staff will take minutes but the children are encouraged to take the lead in setting the agenda
- Young people will be advised of their right to comment, compliment and / or complain.
- Every young person accommodated at The Beech House will have access to the Independent Visitor each month, where they can comment about their involvement in the home's operation.
- Of course the young person will have their right to make any representation they wish about the home's operation via their Review, Care plan and Child's Placement Plan.

The home has a reg. 44 Inspection each month from an independent person. In addition to spending time with young people, staff and management, a comprehensive checklist enables a thorough insight of how the home is functioning, an action log for improvement or development is provided together with details of timescales for action required and who is responsible for this.

The Registered Manager also monitors the home's provision through monthly checks as required by The Children's Homes Regulations and Quality Standards and sends six monthly summaries to Ofsted as required. During these checks the manager or responsible individual consults with families, social workers and speaks with the individual young people.

Quality Control

In addition to monitoring and inspection from statutory bodies, The Beech House has a culture of involving young people, their families and significant others as well as placing authorities to have a say in the improvement of the home through regular surveys by questionnaires. There is also a suggestion box offering an additional method for young people, families, professionals and staff to have their say.



Anti-Discriminatory and Children's Rights Arrangements

The Beech House promotes care practices in a non-discriminatory way where all people are valued as individuals regardless of disability, race, gender, colour, sexuality or religious beliefs.



In practice we promote the above by:

- Safer recruitment
- Equal Opportunities
- Safe living environments
- Complying with Children's Home Regulations 2015
- Complying with the Children's Homes Quality Standards
- Providing Children with information about their rights and advancing Children's Rights
- Providing children with access to external bodies i.e. Child-line, Ofsted, independent advocate etc.
- Responding positively and thoroughly to any complaints and representations they may make ensuring no one suffers reprisals.
- Responding positively to any staff concerns about any practice concerning the service to children we accommodate
- Enforcing our Disciplinary Procedure
- Advising the child's placing authority of any matters that affect the child's welfare, including staff concerns, child complaints and individual staff disciplinary matters
- Working to improve outcomes for children
- Actively listening to children
- Therapy and therapeutic interventions, in a child centred approach
- Providing positive care, accommodation, food, education, leisure opportunities etc.
- Staff at The Beech House are required to promote good practice with regard to Children's Rights.
- Progressive and appropriate staff training, supervisions and appraisals

The young people are encouraged and supported to understand their rights and to be well informed about ways to challenge discrimination. All young people will be supported to understand their rights and to use these in a positive manner that is beneficial to their wellbeing. All children and their families will have full access to the Responsible Individual, Registered Manager, Deputy Managers, Key workers, and senior staff team; The Beech House has a Children's Guide in place, which is given to them on admission. This document outlines the home, rules, important contacts and their rights/ entitlements.

Restriction of Liberty:

By the very nature of our work at The Beech House in providing a service to young people with Emotional and Behavioural difficulties we may on occasion adopt practice that could constitute a restriction of liberty (The Law Society) such as the physical restraint of children and increased monitoring and supervision that would be normal and good practice in a range of circumstances. Failures to monitor and supervise children and young people dependent on their age, understanding and vulnerability would be negligent.

The best interests of children and young people are best protected by open, transparent and honest practice, therefore individual practice with children and young people will be undertaken in consultation with placing authorities and, where appropriate with children, young people and their families. All interventions with children and young people that may constitute restriction of liberty will be subject to regular review and consultation.

Education

The Beech House has a school which is situated on the first floor of the property. The school is registered with DFE and has an Ofsted Good rating. Young people who do not attend main stream education attend The Beech House School.



In the house we provide:

- a) A desk in each bedroom where homework can be undertaken without distractions;
- b) A computer with word-processing and printing software;
- c) Broadband Internet access, which is policed/controlled on a regular basis.

We endeavour to arrange an educational provision prior to the placement for the young person. In addition

- Each child's key worker is given the responsibility of discussing the child's schooling and education on a regular 1:1 basis. These discussions will be wide ranging, covering topics such as enjoyment problems, concerns, bullying, examination planning, attainments, school reports etc.
- The key worker will work with the child and social services in implementing and reviewing the child's educational plan.
- Each child is encouraged to join the local Library for the loan of books which may not be available in the home.

One of the central elements of the home's ethos and philosophy is the desire to ensure that each child receives an education which "enhances their life prospects in every respect".

The home will endeavour to achieve this by:

- a) Understanding and contributing to the creation, maintenance, review and achievement of the children's Personal Education Plan.
- b) Promoting education and learning as life-long experiences.
- c) Identifying local schools and colleges appropriate for each child and their age, ability, or providing this on-site.
- d) Encouraging children to participate in extra-curricular activities at school, and assisting with transport etc.
- e) Creating an environment within the home which is conducive to education and learning.
- f) Rewarding achievement and success.
- g) Monitoring each child's progress.
- h) Attending School Open days and parents evenings, as necessary.
- i) Initiating in-home education and learning such as personal health, housekeeping budgeting, basic cooking skills, etc.

Enjoyment and Achievement

The daily living experience of the young person will be structured and varied providing stimulating opportunities for social, intellectual, vocational and personal enrichment. They will be encouraged to utilise local community services. The level of supervision required would be subject to on-going assessment of risk and consultation. Emphasis is placed upon maintaining a normalised experience.

The young person will be encouraged to invest in their living environment, personalising aspects of it and contributing towards its maintenance. Young people are encouraged and supported to maintain a proper balance between free and controlled time within the structure of the day. Individual activity plans reflect the needs and choices of the young people incorporating periods when they are encouraged to pursue their own interests.

The young people at the home are encouraged and given opportunities to take part in a range of activities both in and out of the house. Birthdays, name days, cultural and religious festivals will be celebrated where appropriate.

Staffs actively encourage family involvement if possible. The young person, where able, is encouraged to participate with staff in planning these events. Young people will be able to pursue their particular interests, develop confidence in their skills, and continually add new activities and experiences to their programme. An activity budget is provided to ensure adequate funds.

Activities will take into account the safety of children. All activities will be risk assessed, recorded, and evaluated, and amended or discontinued as required. Persons holding the relevant qualification to supervise children's involvement in the activity concerned will supervise any high-risk activity provided or arranged for the young people.

The home provides a range of leisure activities; Cable TV with DVD, CD player, games, garden facilities, social and environmental activities. The Home also provides activities which are suitable for and appropriate to the children we have in our care.

The home will arrange trips, activities and events within the community on a regular basis.

The home will have contacts with a variety of local clubs and associations, if any child or young person in the home wishes to pursue a special interest then we will always try to locate a suitable local club or society and enable introductions to be made.

The Home has a minimum of one group holiday a year which will be discussed and decided with the children and young people and may include overseas travel. All children and young people will be supported to apply for a passport.

Health

The physical and mental health of the young person will be of paramount importance. We actively promote a healthy lifestyle, which is applied to planning diets, exercise and relaxation.

The home seeks to ensure that all young people live in a healthy environment and their health needs are identified. The management will be responsible for monitoring, and will seek to ensure that specific needs are taken into account and actively pursued. A range of health care professionals would be approached in order to identify both initial health care needs and on-going input as required.

On admission to The Beech House the staff will arrange for the young person to be registered at the local GP, Dentist and Opticians. Depending with the location of any child/young person's current health professionals and in accordance to their wishes and those of their families, children and young people may maintain their existing Doctors, Dentist, and Opticians etc.

The young person will be provided with guidance, advice and support on health and personal care issues appropriate to their needs and wishes. Services will be provided to meet all health needs from within the local community. Each young person will have a clear written health plan covering all medical health needs.

The Beech House does not employ health staff however, as previously mentioned young people will be registered at the local Doctors Surgery. As and when a young person feels unwell or staff suspect an illness then the surgery will be contacted immediately for an appointment (where possible for that day) or they will dial NHS Direct on 111 for advice on what to do. Staff will support the young person with any appointments where necessary and appropriate.

A written record will document all illness, ailment, accidents or injury, to the young people during their placement at the home. Young people with particular health needs or disability will be provided with appropriate support and help.

Management at the home will ensure that any support or treatment required or included in the child's placement plan, is implemented, recorded, and monitored. Relevant parties will be regularly updated with this information as required, and advice sought as necessary. Significant events will be forwarded to social services at the earliest opportunity.

The Beech House Substance Misuse Policies, Procedures and guidance must be followed. Children and young people's rooms can be searched if there is a suspicion that any illegal substance is being kept there. Should a young person persist with substance abuse and not respond to treatment, advice or therapy, the company would have to strongly consider moving or relocating those concerned in order to minimize the influence to other children and young people. In addition,

The Beech House aims at:

a) Ensuring that all medicines brought into the home are properly recorded and their administration is supervised and controlled in accordance with the home's policy and procedure regarding the administration of medicines;

b) Being alert to the children's needs at all times and obtaining medical (or other) support as needed; c) Promoting in house programmes designed to provide basic education and advice regarding general health and wellbeing;

d) Educating children on the harmful effects of illegal or banned substances, such as drugs, solvents, cigarettes etc.

e) Working with Doctors, Dentists and other Practitioners etc. in dealing with the identified healthcare needs/ programmes for each child.

Complaints and Representations Arrangements



- On admission to the home, the young people and their families, significant others, and independent visitors, are provided with information on how to complain. Information is available on how an advocate can be accessed and young people are supported to action this.
- The young person or their representative can complain if they are unhappy with any aspect of living in the home to Camilla McInnes or Wayne Grey. Any complaint is addressed seriously and without delay, and a complaint will be fully responded to within a maximum of 28 days.

Children and Young People are kept informed of the progress and offered support as required. Where necessary, a suitably skilled advocate will be sought to provide assistance in making a complaint where the young person has communication impairment or other specific needs which require specialist involvement. The home's complaints procedure enables children, staff, family members and others involved with children of the home, to make both minor and major complaints. Any complaint will be addressed without delay and the complainant kept informed of progress. Such complaints will be treated in the strictest confidence and with unconditional positive regard.

A copy of the complaints policy is available to all on request. All complaints are dealt with informally if possible, although a formal resolution/investigation may be necessary in some cases. All complaints are recorded. You may also at any time contact:

Ofsted

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk

The Children's Commissioner

0207 783 8330 or 0800 528 0731

NSPCC 0800 1111

NYAS 0808 808 1001

Ofsted is an independent regulatory body that can investigate any issues regarding The Beech House

The Beech House Policies and Procedures, has detailed responses for staff in relation to safeguarding issues. The named person responsible for Safeguarding at The Beech House are Wayne Grey or Miriam Llyod. They are the Designated Safeguarding Leads within The Beech House and have the lead responsibility for child protection matters.

Protection of Children

The Beech House Policies and Procedures are in line with the LCSB, and have detailed responses for staff in relation to Safeguarding issues.



The named people responsible for Safeguarding at The Beech House are Wayne Grey, the Registered Manager and Miriam Llyod, Home's Manager. They are Designated Safeguarding Leads within The Beech House and have the lead responsibility for child protection matters. The home is committed to ensuring the safety and protection of all children who live at The Beech House

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the home are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- We have a robust induction process followed by shadow shifts and a probationary period to ensure staff reach the expectations of The Beech House when supporting our children and young people.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- We abide by the Safeguarding of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the home. We take security steps to ensure that we have control over who comes into the home so that no unauthorised person has unsupervised access to the children.

Our Safeguarding policy underlines our commitment to inter-agency working. All concerns of a Safeguarding nature will be referred by the registered Manager/ responsible individual to the Local Authorities Children and Young People's Services Initial Contact Centre.

In any circumstances where safeguarding procedures are undertaken, the young person's social services and parents (where relevant) will be kept closely involved and informed as required by Working Together to Safeguard Children (2018).

All staff receive Safeguarding training and are clear about their role and responsibility in relation to protecting children, identifying signs that a child is at risk of harm and the process of recording and reporting safeguarding concerns.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, staff make a dated record of the details of the concern and discuss what to do with the manager who is the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained within the Recognition and Referral of Possible Abuse booklet.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
- the date and time of the observation or the disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time;
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Informing parents

- Parents are normally the first point of contact- unless there is a full care order in place preventing this, in which case it will be the social worker or key worker involved
- If a suspicion of abuse is recorded; parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.
- Parents' permission or key workers permission is required before their children are interviewed and parents are fully informed of the outcome of any investigation.
- Parents are assured that the home places paramount importance on the welfare of the child and that in the event of any allegation/concerns any action necessary to ensure the protection and the safety of the child will be taken.

Liaison with other agencies

- We work within the Surrey Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff within the home which may include an allegation of abuse.
- We follow the guidance of Surrey's Safeguarding Children Board when responding to any complaint that a member of staff has abused a child to the Designated Office.
- We respond to any disclosure by children or staff that abuse by a member of staff within the home may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the manager will suspend the member of staff on full pay for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff is dismissed from the home because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Training

- We provide compulsory training for all staff involved in the home to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect, exploitation and trafficking and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the home. Confidentiality
- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, and staff in the home.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Managing Risk

The level of risk and vulnerability to risk taking behaviours is individually assessed prior to admission, during the course of the referral process. In conjunction with referring professionals we consider seriously our ability to protect young people and to support young people to understand and manage risk. Detailed, individualised impact risk assessments and behaviour management plans are developed with reference to relevant care, health and education plans and assessments, an assessment of the young person's past experience and present functioning. Each young person's individualised risk assessment and behaviour management plan incorporates all safeguarding concerns. Risk assessments and behaviour management form part of the young person's placement plan. These plans are reviewed at regular monthly intervals or immediately if the need arises.

Staff support young people to understand and manage risk taking behaviours in order that they learn to keep themselves safe. Decisions about significant changes to a young person's risk assessment are taken in conjunction with the young person's placing authority.

Preventing Bullying

The Beech House does not tolerate bullying and is committed to developing and maintaining a culture in which all individuals are supported in recognising, understanding and confronting bullying. We strive to create and maintain an environment where young people are treated with dignity and respect at all times. Young people are supported in managing peer relationships and understanding their own potential to become a bully or to be a victim of bullying. Young people are taught to recognise and respond to signs of mistreatment and to develop the confidence to advocate that they and others are treated with respect. All issues of bullying or mistreatment are discussed within the young people's house meeting, with a restorative approach being adopted.

Young people are encouraged to understand the impact that their behaviour has on others and the social responsibility that they have to the home. All young people are expected to participate in addressing issues of bullying, and sign an anti-bullying agreement on admission.

All young people are given information regarding appropriate external contacts (Social Worker, Childline, NSPCC, Ofsted and Children's advocate) should they feel that the internal route to resolution is inadequate for any reason.

Child Sexual Exploitation

We understand that looked after children have a higher risk of CSE and we put measures in place to ensure their safety. We will work in partnership with the placing authority and ensure that a sexual exploitation risk assessment is completed.

The Beech House has a close working relationship with the Surrey Missing Person's/CSE team and we maintain close contact regarding young people who may be at risk. Upon admission a Grab pack is completed. Within the home there is a culture of open discussion about risk taking behaviour and, young people are supported in recognising the difference between safe and unsafe relationships which minimises the risk of exploitation.

Young people are provided with training and guidance on internet safety and appropriate use of the internet. The Beech House has appropriate parental controls in place on all communal computers.

A location assessment is conducted annually and will be under regular review, with outside agencies being consulted with in order for the information to be kept accurate and up to date.

If a young person goes missing

The Beech House has clear written missing/absent procedures which are followed in the event of any unauthorised absence. All staff are aware of these procedures and know the necessary action to take.

We are pro-active in our response to young people who go missing and we have a good relationship with the Missing Person's Unit, Surrey. On admission a photograph and profile of the young person is completed and will be provided to the Missing Person's Unit if and when required.

Our procedures take into account the Missing Children Joint Protocol – Children and young people who run away or go missing from home or care and we have an agreed protocol with the police for responding to missing episodes.

Each young person placed at The Beech House has an individual risk assessment which reflects the young person's level of risk in relation to going missing, triggers and the strategies in place to minimise the risk of this happening.

In the event that a young person goes missing we will where possible make arrangements for an independent person to conduct a return home interview within 72 hours.

Notification of a Serious Event

Notifications under Regulation 40 of The Children's Home (England) Regulations 2015 are sent to the required authorities as well as to the Responsible Individual in a timely manner.



Monitoring and Surveillance

Due to the nature of the emotional and behavioural difficulties and other complex needs of the young people placed at The Beech House, children who are at the home are supported and supervised by staff on a 24-hour basis. There will be no surveillance equipment inside the home but outside the entrances and exits and in the classrooms of The Beech House School.

The only exception to the above is:

- Where The Beech House, parents and other professionals feel it necessary to make use of monitors in bedrooms in the case of children who suffer from epilepsy or whom display self injuries behaviours. This equipment is used in conjunction with regular checks by staff through the night to ensure the safety and wellbeing of the children sleeping in the Home.

In all cases parents/ social workers' permission will be sought before any such equipment is used to monitor their children. Staff are actively engaged with the young people across the course of the day and evening and we ensure that the whereabouts of each young person is known and recorded in the monitoring systems during the course of the day, evening and at night.

Levels of monitoring are individualised in response to presentation and the needs of the young person. An assessment of need is based on the staff group's knowledge of the young person, the young person's frame of mind and presenting behaviours. Levels of monitoring incrementally increase according to level of risk i.e. hourly, half-hourly, quarter-hourly and one-to-one.

External door security

The two exit doors either end of the building are fitted with a door open alarm system that can be turned on and off as required. The purpose of this is to provide a safe and secure environment in which the children can have as little restriction placed upon their movement as necessary. But this can still be monitored to alert staff should a child wish to abscond.

In addition, the front door is fitted with a video entry system, and digital keypad to provide extra protection and safeguard the young people. The preventative measures to stop young people going missing, will be communicated and agreed to placing authorities and parents. This arrangement does not in any way infringe on the young person's right to liberty as the staff are employed 24/7 in the home to be with and go out in the community with the young people anytime of the day.

Behaviour Management, Discipline and Restraint Arrangements

- The young person's identified needs and behavioural targets will always remain a central focus of the placement. Issues and information will be discussed openly using a supportive and respectful approach. Our approach is geared towards enhancing motivation to change.
- Frequent monitoring of behaviour by unobtrusive and self-report will provide valid data to identify patterns, measure change and progress.
- The Beech House operates a clear policy and guidance for staff based on a code of conduct setting out the care and control, disciplinary and restraint measures permitted, emphasising the need to reinforce positive messages to children for the achievement of acceptable behaviour. Staff work together to help instil boundaries and encourage young people to adhere to, and follow house expectations.
- Asserting an equitable measure of control in consideration of a young person's age and understanding is an essential element of caring for a young person. The young people we care for may frequently present difficult and challenging behaviour, the origins of which are often complex and therefore require careful and considered approach by all childcare professionals.
- An important initial part of this task is to help young people gain control of their behaviour and actions; by giving clear guidance and boundaries and thereafter enable the young person to take responsibility for their behaviour, actions, consequences and develop self control.
- Physical restraint is only used as a last resort at The Beech House to prevent injury to the young person concerned, other children and young people, staff, the public or damage to property. It is never used as a punishment in response to challenging behaviour.

- A record of all restraints that take place are kept; these include the name of the child, the date, time and location, details of the behaviour requiring use of restraint, the nature of the restraint used, the duration and the name of the staff member(s) using restraint. Any injuries caused as a result of the restraint are also recorded and reported. A separate record of any sanctions is also kept in the same way.
- After a restraint has taken place both the young person and staff are debriefed in a way to reflect and learn from the incident that has just occurred. All sanctions, no matter the form they take, are recorded and their authorisation is discussed with staff and the manager to assess whether they are appropriate or will be deemed effective. When rewards are given for positive behaviours these are also recorded and discussed with the young person concerned.
- All staff management must understand the framework behind the home's underlying philosophy towards behaviour, and therefore the home has written and makes available to all staff, its policy on "Behaviour Management".

The home establishes and maintains acceptable levels of behaviour by everyone. Where behaviour falls below the standards expected, then this will be discussed with the person(s) concerned and corrective action implemented. The home will apply firm, fair and consistent principles in the application of this policy.

Restraint of a child may only be undertaken in extreme circumstances and as a last resort to managing the behaviour, and as with the subject of behaviour management generally, the home deems this a serious topic worthy of its own policy and procedure. As with the policy on behaviour management, all members of staff are provided with a copy of the policy/procedure on physical restraint for inclusion after signature on their personal file.

The Home will exercise physical restraint of a Child only when other less intrusive methods have been attempted or considered, and only in extreme situations. Any occasions where a Child is restrained or physical intervention technique applied will be recorded in accordance with this policy.

All staff at The Beech House receives appropriate training in non-invasive restraint by a licensed Team Teach Trainer. The procedure used is conflict management, disengagement and assault avoidance and the use of non-restrictive holds and escorting.

Rewards

The major principle of the care and control programme for each young person is to reward those behaviours it is required for the young person to repeat.





Rewards

Rewards for good behaviour are therefore the primary method of achieving change in the young person's behaviour. We encourage young people to develop positive aspirations and support them in achieving by providing realistic and achievable goals. On a day to day basis small achievements are acknowledged with praise and recognition. Through positive reinforcement and engagement in meaningful activity, young people begin to experience the pleasure of positive engagements as opposed to gaining attention through negative behaviour. Staff work closely with young people and help them to identify daily, weekly and monthly targets that are celebrated and rewarded with points. These points are monitored each week and result in extra money which is carefully managed and recorded.

Consequences

Consequences are used as part of establishing positive relations with young people and helping to maintain boundaries and control. They are used to engender the concepts of restitution and reparation; the notion that mistakes or wrong-doing can be repaired and things (including people) can be 'made better'. They may not be excessive or unreasonable and may only be applied in accordance with the Consequences Procedures.

There are occasions when a child's or a young person's behaviour or attitude may challenge our agreed standards for good behaviour.

Consequences:

- Reflect the seriousness of an individual offence;
- Are applied as soon as possible after an incident;
- Are applied in a fair and consistent manner

Consequences are not:

- Applied to a whole group of children or young people when the individual(s) responsible has (/have) not been identified;
- Used to degrade a child or young person;
- Used to cause a child or young person public or private humiliation;
- Restricting liberty
- Consequences may include:
 - Verbal warnings or disapproval;
 - Confiscation of prohibited items;
 - A financial restitution where property has been damaged;
 - A grounding or withdrawal from social activities

Radicalisation of Children

Staff at The Beech House have an awareness that young people can be drawn into violence or they can be exposed to the messages of extremist groups by many means including the influence of family members or friends, direct contact with extremist groups and via both eLearning and face to face training the staff have all had Prevent duty training and we work with Surrey Police around new updates on this.





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Whistleblowing

The Beech House operates within its moral and statutory responsibility with a culture of openness. We recognise whistleblowing is a part of this culture and plays an important role in bringing people to justice and preventing further disasters. Whistleblowing is uncovering information or activity that is deemed illegal or unethical. These acts of misconduct can include:

- A criminal offence such as fraud.
- Health and safety being at risk.
- Risk of or actual damage to the environment.
- A miscarriage of justice.
- The company breaking the law – for example, it doesn't have the correct (or any) insurance.
- You believe that someone is covering up wrongdoing (Safeguarding concerns).

NB: You are not considered a whistleblower if you are reporting a personal grievance (for example – bullying, harassment or discrimination) unless your particular case is in the public interest. These should be reported according to your employer's grievance policy.

In the first instance where appropriate staff should raise this with their line manager or HR Manager. Alternatively the Responsible Individual can be contacted by other professionals or staff.

If you are not satisfied with how your concerns have been managed, you should escalate this to Ofsted. You can contact them in three ways:

- **Telephone on 0300 123 3155**
(Monday to Friday from 8.00am to 6.00pm).
- **Email at whistleblowing@ofsted.gov.uk.**
- **Write to:** WBHL, Ofsted, Piccadilly Gate
Store Street Manchester M1 2WD

Fire and Other Emergency Procedures

The home operates robust fire and emergency procedures. It has a fire policy, which is rigorously applied. An appropriately qualified external agent services equipment on a regular basis. Testing takes place in line with the fire safety policy and legislation and staff, children/young people participate in regular evacuations as required. Records are kept; any issues noted and addressed. The team receive regular fire training from a qualified consultant and in-house instruction takes place as part of the induction process for new staff and regularly thereafter. The implications of a fire within the home are discussed with the young people if practicable. In addition, each young person has a specific risk assessment related to fire safety and details of any evacuation plans are displayed at designated places in the home as well as in young people's bedrooms.

- Health and medical emergencies are also planned for within the general running of the home. An ambulance will be called by the home in the event of an accident or seizure requiring attention and it is deemed inappropriate to await the arrival of a G.P. A staff member will accompany the young person to hospital and remain with them as required. Night cover will be required if it is felt that this would be in the interests of the young person or at the request of the placing authority.

Other emergencies such as gas or water leaks, or electrical failures, will receive immediate attention from appropriate external agencies or maintenance engineers.

Leadership and Management

Contact Details

Registered Provider and Responsible Individual
(as defined in the Care Standards Act) is
Camilla McInnes,
191-193 High St,
Hampton Hill,
Hampton TW12 1NL

Responsible Individual

Camilla McInnes

Manager

Wayne Grey

Ofsted

Piccadilly Gate Store Street Manchester M1 2WD
Tel: General Enquiries: 0300 123 1231
Concerns: 123 4666

Regulation 44 Independent Visitor

KW Consultants LTD
www.kwconsultant.co.uk
Director – Kay King
Kaykingfreelance@outlook.com
07776820487

Through its robust recruitment and selection policy the home undertakes to employ only those persons it believes have the requisite skills, education, training, prior work experience and attitude which will complement and enhance the quality of care we deliver.

All staffs are provided with an Induction training programme and further ongoing training, appraisal, supervision and support as needed.

All job applicants are required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS) in order that the home may be satisfied that they are appropriate persons to look after children and young people.

Staff profiles, qualifications, and experience - Appendix one

Through its robust recruitment and selection policy the home undertakes to employ only those persons it believes have the requisite skills, education, training, prior work experience and attitude which will complement and enhance the quality of care we deliver. All staffs are provided with an Induction training programme and further ongoing training, appraisal, supervision and support as needed.

All job applicants are required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS), coupled with a rigorous safer recruitment check in order that the home may be satisfied that they are appropriate persons to look after children and young people.

Any staff we hire as senior support workers will have a relevant qualification equivalent to a level 3 Diploma in Child Work Force, Health and Social Care as well as previous experience as a senior in a residential children's home. The Beech House also recognises the strength of our own residential care workers, and so we will also promote within as appropriate, using a training plan to ensure they reach the highest standard and obtain their Level 3 qualification. All of our residential care workers have relevant experience working, volunteering, or supporting in their personal lives: vulnerable children, young people, or adults with mental, emotional or behavioural difficulties.

Organisational Structure of the Home

The Beech House is run by the Registered Manager, Wayne Grey. We have a mixture of care staff who work on a full-time staff, bank and part time basis, coupled with administrative support, HR and Operations who are a centralised function, who also support our school and other homes.

When at full capacity, the home support staff team will have circa 20 staff as follows:

1 Homes Manager
1 Deputy Manager
1 Senior practitioner
6 Senior/ key workers
10 Residential support workers- bank staff, waking night staff and day staff
The Beech House also has its own maintenance and therapist team.

Staffing Policy

The home has important responsibilities to ensure that staffs are available in sufficient numbers to adequately deal with the needs of the children and young people, maintain adequate ratios, whilst at the same time ensuring that such resources are used efficiently and economically. As a last resort the home will use agency staff from a reputable company.

Shift Patterns

Early 07.30- 15.00 / Late 14.00- 23.00
Waking night 22.00- 08.00

Each shift will be led by either a manager, senior shift leader or an appointed responsible residential support worker. The home is covered 24 hours a day 7 days a week 52 weeks a year.

Staff Supervision

The Beech House is fully committed to meeting supervision standards as set out in The Children's Homes Regulations and Quality Standards.

In practice this means that staff will receive formal and informal supervisions from their line manager at least 10 times a year.. Additional supervision will be provided as required or requested. We believe that it is essential to ensure best practice is promoted and achieved through staff development and education. The Beech House aims to encourage and maintain high motivation and morale amongst individuals and the whole staff team. The company has a robust policy on staff supervision and records are held confidentially, with information shared with management and HR if approved by the supervisee. With the permission of individual staff, these are available for inspection during the Ofsted inspection process.

All staff will be required to complete documentation during supervision about any concerns that staff may have. The Home's Management will provide direct, on-site support, monitoring and supervision to augment formal supervision. Staffs have the opportunity to attend group clinical supervision once a month and one to one work with the therapist if staff feel they need more support.

Training & Development

The Beech House staff work towards providing a service in which children and young people are encouraged to develop through the mediums of opportunity and support as set out in The Children's Homes Regulations and Quality Standards. We are committed to providing staff with the skills they require, through an extensive programme of in-house and external training. Staff training needs are identified through the on-going process of statutory obligations and the internal process of supervision, team meetings and appraisals.

The admission of a young person with specific care needs might highlight the necessity for additional training as required. All of these needs will be met via the construction and implementation of a comprehensive training, which could be a one-off training day or an on-going training package. When joining The Beech House, if staff do not hold the Level 3 Diploma-Working with Children and Young People training, they will be enrolled on the course within 6 months of starting. In addition to a formal induction to the home, staff are given a personal development plan, which sets out training needs and opportunities. Mandatory monthly training is compulsory; the home has a training matrix that will be updated regularly, and each staff member has a training record that documents qualifications and training courses undertaken.

Staff Appraisal

All full-time staff will receive annual appraisal and bank staff will receive regular reviews.

Promoting Appropriate Role Models

A role model is a person who serves as an example by influencing others. For many children and young people, the most important role models are parents, caregivers and teachers.





At The Beech House we therefore, make every effort to ensure that we have a balanced gender, race, religion and culture mix. The young people we look after come from a diverse range of ethnic and socio-economic groups. Sometimes an adequate gender mix is unavailable; therefore in such cases adjustments may be required.

Care and attention are needed to ensure that the appropriate gender relations and perspectives are adequately represented in activities, discussions and decisions.

Care Planning

The welfare of the child / young person is paramount and The Beech House, with the placing authority has a duty to act in a way that safeguard and promotes this.

The Beech House will aim to work in partnership with the child / young person (as far as practicable, given their age and understanding), their parent(s), and those with parental responsibility. Children / young people, their parent(s), and those with parental responsibility should be actively involved in decisions that are reached, and their views must be taken into account (risk dependent).

All young people will have a Child Centred Placement Plan and a behaviour support plan which are reviewed regularly.

Admission to the home, where possible is carefully planned and organised, both for the young person moving in and for other young people in residence. Before any young person or their family visit, the manager will assess information, which includes potential and actual risks relevant to the specific needs of the individual. This information will be considered alongside the knowledge of any young person already resident. The Manager will ensure completion of Referral Forms, Pre Placement visits for all parties (where possible), Direct Observation of the child in their family setting and in school. Physical aspects of the home, staffing levels, skills of the staff etc. will also be considered.

We will endeavour to state from the outset which behaviours/conditions cannot be managed or the requirements necessary to manage them. Similarly, professionals and family will be made aware of the general philosophy of the home and its relationship to the rights and needs of the individual.

For those children and young people with behaviour problems associated with their learning disabilities, a placement at The Beech House can be effective in breaking a negative cycle of behaviour. The environmental concept is such that unresolved feelings can begin to be addressed safely. Support in a nurturing and safe environment provides the setting whereby negative and destructive behaviour can be contained and challenged constructively by boundary setting and consistency of practice.

Emergency admissions to the home will be considered if there is suitable space in the home to accommodate the young person and the placement appears appropriate in terms of compatibility, meeting needs etc. An initial assessment would be completed and risks considered prior to agreement to accommodate.

All relevant documents must be provided prior to or at the time of admission (or at the latest by the end of the next working day). The duration of a young person's placement is subject to their individual needs as outlined in their Care Plan and Child's Placement Plan.

On Admission

The child or young person is provided with a child friendly Children and Young People's Guide which is available on site at The Beech House.

- The child will be registered with the local Doctor and a health check completed. This includes registration with a Doctor, Dentist and Optician.
- A planning meeting is held within 72 hours of admission and an Individual Placement plan is then compiled. This is reviewed regularly and amended as required to reflect progress. A child/young person may see the plan at any reasonable time.
- The child will be told who their Key-Worker at The Beech House will be. The Registered Manager ensures that all staffs are aware of their duties in operating Key-Worker responsibilities.
- The complaints procedure is explained to the child and information providing access to an Independent Advocate is made available.
- The anti-bullying policy is explained to the child as well as the behaviour management policy
- Age appropriate bed times, pocket money, and clothing allowances are outlined.
- Basic health and safety rules, fire procedures and evacuation is explained to the child/young person



Review and Placement Plan Arrangements

The manager of the home will ensure that regular reviews of the young persons' placement plan are conducted in relation to the guidelines as laid down. The young person will be encouraged to participate as far as is practicable in the review process. The manager will ensure that the agreed outcome of reviews are reflected where necessary in the day-to-day care of the young person. All agreed targets and identified needs will be actioned / addressed at the earliest opportunity.

The manager of the home will be responsible for preparing and completing this regulatory task (Child's Placement plan) and in doing so they must consult with the child, their family and placing authority regarding:

- How, on a day to day basis, they will be cared for and their welfare safeguarded and promoted by the home.
- The arrangements made for the individual's health care and education.
- Any arrangements made for contact with their parents, carers, relatives and friends.

The registered person must co-operate with the child's placing authority in agreeing and signing the plan for the child's placement.

The registered person to comply with requests by the child's placing authority to:

- (a) Provide it with information relating to the child;
- (b) Provide a suitable representative for any meetings it may hold concerning the child.

Copies of the plan must be held on child's file and a copy sent to the child's social worker.

- The purpose of the review is to ensure that a child / young person's welfare is safeguarded and promoted in the most effective way during the period he / she remains "looked after".

- The first review must be held no later than four weeks after the child / young person begins to be "looked after".
- The second review must take place no later than 3 months after the date of the first review.
- Subsequent reviews must take place at intervals on not more than 6 months after the date of the previous review.

The timing of the review will not necessarily coincide with the start of the young person's admission to the home i.e. the young person may have had a previous placement since beginning to be "looked after". The date of the review is therefore dependent on the date the young person began to be "looked after", not the date they were admitted to the home, although in some cases this date will be the same. However, the frequency laid down by law is a minimum requirement and a review can be triggered if the individual circumstances deem it necessary.

Transition

Young peoples' placements at The Beech House will end usually at reaching the age of 18. The young person will be supported by their keyworker in partnership with the placing authority to identify the next placement. At each level the young person will be supported so that their voice is heard and their needs are met.

It is very important that the placement end is a marked occasion for the young person, their peers and staff. Where possible suitable arrangements will be made to reflect on time in the home and have a proper positive ending for staff and other young people.



NAME	Business Address	Qualifications	Experience
Camilla McInnes	191-193 High St, Hampton Hill, Hampton TW12 1NL	<ul style="list-style-type: none"> ● BSc Sports Science and Geography ● Child Counselling Post Graduate Diploma ● Child Psychotherapeutic Counselling ● Therapeutic educational application of the arts. ● Designated safeguarding Lead (DSL) 	<p>12 years' experience counselling children young people</p> <p>4 years' experience counselling LAC children with Richmond Council and Richmond CAMHS</p> <p>9 years running a business</p> <p>Responsible Individual since 2017</p>
Wayne Grey	191-193 High St, Hampton Hill, Hampton TW12 1NL	<ul style="list-style-type: none"> ● Leadership and Management in Health and Social Care NVQ (Level 4) ● Health and Social Care BTEC National Diploma ● Level 5 Diploma (residential childcare) in progress and due to complete in 2022 	<p>23 years experience in Education and residential settings for Barnados</p> <p>22 years in management roles</p> <p>Team Teach trainer</p>
Irene Whitehead	191-193 High St, Hampton Hill, Hampton TW12 1NL	<ul style="list-style-type: none"> ● BA in Fine Arts ● MA Arts Therapy ● BACP registration ● BAAT registration 	<p>17 years Therapy</p> <p>Experience with CATT (Children's accelerated trauma Treatment)</p> <p>Works with attachment and experience with Trauma</p> <p>Worked in private practise, special needs, education and mental health settings</p>