



Orchard View

STATEMENT OF PURPOSE AND FUNCTION

PHOTOGRAPH

Registered Manager: Ben Bainbridge

Responsible Individual: Elaine McShane

Registered Provider: Kirklees Council

Statement of Purpose Completed: 2nd April 2019

This Short Breaks Statement of Purpose describes the aims and objectives of Orchard View and the facilities we provide. The Children's Home (England) Regulations 2015 require that children's homes, including residential short break settings have a statement of purpose. The information about short breaks is defined in Regulation 52 of the Children's Home Regulations 2015. It is the responsibility of the Registered Manager to keep this statement of purpose under review and ensure that any significant changes or amendments are notified to Her Majesty's Chief Inspector (HMCI)

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Quality and Purpose of Care

Range of needs of the children for whom the care is provided

Orchard View provides residential short breaks for up to 8 children and young people under a short breaks arrangement. Orchard View provides a service to children and young people with physical disabilities, learning disabilities and / or sensory impairments aged between 7-17 years of either gender.

Up to 8 young people can have an overnight short break at Orchard View at any time depending on dependency and levels of need. This includes one emergency bed that is available to support children and families, already known to the service, who are in crisis and there is a likely breakdown of placement.

The homes ethos, the outcomes the home seeks to achieve and the approach to achieve them

Orchard View aims to provide a safe, nurturing environment where children and young people can spend time with peers and have opportunities and positive experiences to develop and reach their full potential. Children and young people will have opportunities to meet with other children of a similar age and ability.

Orchard View aims to:

- Offer support and respite to parents and families in order to maintain their caring role.
- Actively encourage and champion the concept of ordinariness for children and young people with disabilities
- Provide and offer new opportunities and experiences.
- Develop young people's confidence and independence by encouraging and supporting them to succeed and achieve in all areas of their lives.
- Promote social and emotional wellbeing
- Provide children and young people with the opportunity to develop friendships and experiences within a group living environment.

- Keep children and young people safe and promote their welfare
- Work in partnership within a multi-disciplinary framework
- Encourage and support parents and carer's participation and involvement in decisions and discussions regarding their child through a process of regular, transparent communication.

The emergency support is intended to:

- Link with the 'Outreach Family Support Service'
- Provide an emergency bed for Disabled Children known to Kirklees Children with a Disability Social Work Team where all other options have been tried to maintain the child's current setting.
- Short term (no more than 17 nights) and enabling

Staff at Orchard View believes that children and young people with disabilities should have the access to the same opportunities and experiences as other children and young people of the same age. Individual aims and outcomes for children and young people will be identified within each young person's Daily Living Plan in consultation with the young person and their parents, carers or guardian.

Accommodation and Location

Orchard View is located within the small town of Mirfield, which is situated between the two larger towns of Huddersfield and Dewsbury. Orchard View is run by Kirklees Council. Orchard View is situated in the centre of a new housing development. Access to the home is via the new housing estate shared road. There are regular public transports link to the local surrounding towns. The property has safe external boundaries and garden areas. A Safe Area Risk assessment is completed yearly and reviewed as necessary. The area has a low crime rate and no concerns have been raised as part of the assessment. All children and young people attending Orchard View will be supported by staff when out in the community

Orchard View is a well-adapted and accessible home. Up to 8 children and young people can have an overnight short break at Orchard View at any time depending on dependency and levels of need. There is one emergency bed that is kept available to support families in crisis or breakdown of placements.

Some children and young people who do not wish to stay overnight may decide to only stay during the day, coming in the morning or straight from school to have their tea with us and engage in some activities before their parent, guardian or carer collects them to go home for bed.

Orchard View is an L shaped building which is split in to two four bedded living spaces each of these areas have a lounge, dining room, four single bedrooms, a shower room, a bathroom.

Unit 1 has tracking and electric hoists in all bedrooms, bathrooms and the lounge. The shower room and the bathroom also have a height adjustable changing table.

The lounge and dining areas are spacious and are adapted to enable all children and young people access and space to spend time together.

There is a quiet sensory space/room where children and young people can relax alone or with one other person. There is a main kitchen house where a meals are prepared on a daily basis. There are two part time cooks that prepare the meals.

On a separate corridor there are 2 offices, a staff toilet and shower room, a laundry and a storeroom.

Supporting Cultural, linguistic and religious needs

We aim to support children and young people's individual cultural needs within the home. We employ a diverse staff team through the organisation. The staff come from a variety of different ethnic backgrounds or share different values, religions and beliefs.

We aim to:

- Provide advice and information on general and/or specific identify related issues
- Provide positive relationships, professional and personal, that support self-esteem with cultural issues
- Provide accessible and appropriate leisure and social activities, delivered via extended services and / or school based timetables
- Staff work with YP in the community setting to support cultural needs
- Staff will ensure all appropriate specialist products / items are bought and are available in the home

The young person's religious needs will have been identified and recorded in their Daily Living Plan before their first stay. The key worker will discuss with the young person and their family how to meet these needs. Arrangements can be made to accompany a young person to their place of worship. Their stays can be timed so that the young person is at home to celebrate religious festivals.

Staff will follow the young person's wishes regarding other areas of life which are affected by their religious (or other) beliefs, for example diet, leisure activities, personal care, clothing. Orchard View follows Kirklees Council policy on Equal Opportunities. All staff at Orchard View are aware of the discrimination faced by children and young people with disabilities and of the fact that some of the children and young people may face additional discrimination due to their ethnicity, gender, social class, and so on. They try, through their work with the young people, to counteract this. Staff do this by encouraging the children and young people to have a positive image of themselves, by enabling and encouraging them to have experiences which they may otherwise not have, and by ensuring that the children and young people can speak and make choices for themselves whenever possible. Where necessary, the staff will enable children and young people to challenge discrimination if it arises, or they will challenge it on behalf of them.

The arrangements for dealing with complaints

Any young person, family member or other person involved with Orchard View can make a complaint. Kirklees Council has a Complaints, Comments & Compliments Policy, which should be followed. All families should be given a copy of this when they start to use Orchard View and can request a copy at any time.

The policy states that any person who wishes to complain should in the first instance contact staff at Orchard View to try and resolve the problem through discussion. If this is not possible, there are other services available that children and young people may also use to resolve concerns / complaints.

Children and young people and their families, carers or guardians may discuss complaints with staff at Crescent Dale, their social worker or contact:

Yasmin Mughal/Helen Sanderson - Complaints and Represent Manager
Complaints, Comments & Compliments Unit,
Civic Centre 1
High Street
Huddersfield
HD1 2NF
Telephone – 01484 221000/225140

Email: childrenscomplaints@kirklees.gov.uk

The Children's Commissioner – Anne Longfield
The Office of the Children's Commissioner
Sanctuary Buildings
20 Great Smith street
London
Tel: 020 7783 8330

Additionally, complaints may be made directly to:

Ofsted,
Piccadilly Gate,
Store Street,
Manchester,
M1 2WD.
Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk

There is also a Children's Rights Service that anyone can contact if they think a young person is unhappy about something at Crescent Dale. This Service will help the young person to make a complaint. The young person's reviews are another opportunity for the young person, helped by whoever they wish to comment on things that happen at Crescent Dale.

Children Rights can be contacted at:

The Children's Rights Service
Brian Jackson House
New North Parade
Huddersfield
HD1 5JP
Telephone number: 01484 223388
Freephone 0800 389 3312 13

Details of how a person, body or organisation involved in the care or protection of a child can access the homes child protection policies or the behavioural management policy.

Safeguarding the welfare of children and young people is paramount, at Orchard View we believe that all children have the right to feel safe. All staff receive regular training and refreshers related to safeguarding children and vulnerable young people. The selection and recruitment of staff is consistent with the Children's Homes Regulations 2015 and the Safeguarding Vulnerable Groups Act 2006.

All Residential Policies and Procedures can be accessed via the link below:

<http://kirkleeschildrenhome.proceduresonline.com/contentshtml>

All staff follow the West Yorkshire Consortium Online Safeguarding Children Procedures:

<http://westyorkscb.proceduresonline.com/index.htm>

The Responsible Individual monitors all safeguarding concerns and children and young people's complaints, this is generally done in consultation with the Registered Manager.

The Kirklees Safeguarding Children Board (KSCB) coordinates local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together.

<http://www.kirkleessafeguardingchildren.co.uk/procedures-guidance.html>

Views, Wishes and Feelings

Consultation and Participation

We encourage all children and young people to be as fully involved as possible in consultation in how the home is run. We encourage children and young people to take part in a Young People's Meeting. During these meetings we encourage children and young people to be involved in the running and development of the home. This would include topics such as decoration, activities, equipment, menus and so on. We also ask children and young people how they feel about using our service and what we could do to make their stays more enjoyable. The young people's comments are recorded, passed on to the manager to be considered, the comments and resulting actions are displayed on the 'You Said we Did' board for children and young people you see.

All children and young people who stay with us will have an allocated key worker. The key worker will be responsible for maintaining the young person's file and progressing their agreed outcomes.

Staff will also try in various ways; to find out from the other children and young people how they feel about the way Orchard View is run – using the young person's own method of communication, observing body language, speaking with their family or teacher.

A questionnaire is sent out to all parents and carers quarterly. Once these are received back we will collate the information and send the responses back out to children and young people and families to show what actions we've taken following parents suggestions.

The main opportunity for children and young people to express their opinion is at their statutory review. In accordance with Kirklees Council's policy a Child in Need (CIN) review is held 3 months after the young person's first stay and then annually, however they can be held sooner than every 12 months, if it is felt appropriate. The Chair arranges the reviews, so that the young person, their family and any professionals who know them, can attend.

In accordance with Kirklees Council's policy when a young person receiving short break care is considered to be a Looked After Child (LAC), the initial review is held with 28 days of the young person's first stay, and then the next review is at three months and then six monthly after that.

The young person's Daily Living Plan says how the young person is going to make their views known at the review and who will help them to do this.

Anti-discriminatory practice and Children's Rights

Our experience tells us that it's the little things we do that can make your stays with us a happy one. One of the ways we deliver our aims to you is through our core values. We have six core values, these are; privacy, dignity, choice, independence, rights and fulfilment.

Privacy

Everyone has the right to have their privacy respected and not infringe on the privacy of others;

- We will not enter your room without knocking and waiting for an invitation to enter
- We will not intrude into your private thoughts
- We will respect your wishes to keep aspects of your life private
- We will provide personal care in a way that maintains your privacy

Dignity

Everyone has the right to be treated with dignity at all times;

- We will address and talk to you in a way that you feel comfortable with
- We will preserve your individuality
- We will provide personal care in a way that respects you as an individual

Choice

Everyone has the right to make choices on their day-to-day living and take major decisions, while making sure they do not have any negative effect on other people;

- We will help you make informed decisions by giving you full information on a range of choices
- We will respect your choice of how you wish to be addressed
- We will respect your choice of lifestyle
- We will respect your day-to-day decisions and guide you if you affect other people

Independence

You have the right to maximise your abilities and in doing so keep your degree of independence. We will promote your independence in all aspects of personal care and will only provide assistance when needed;

- We will enable you to maintain your own medication if it is safe to do so
- We will enable you to manage your own money if it is safe to do so

Rights

Everyone will have their rights respected and upheld;

- We will respect your right to be consulted on how we deliver our services
- We will respect your right to be treated fairly and without discrimination

Fulfilment

Every person has the right to feel fulfilment in their day-to-day lifestyle;

- We will work with you to put together a plan of care that suits your physical and emotional needs
- We will seek and value your opinions
- We will ensure the atmosphere is both positive and helpful
- We will treat you as an equal and value your contribution

Staff will constructively challenge barriers which prevent children and young people from achieving their full potential

At Orchard View we embrace and celebrate all cultures and religions. The service embraces cultural differences and aims to reflect the diversity of the community both through the staff we employ and in the service we provide.

Education

Support to children with Special Educational Needs

Orchard View is not registered as a school and therefore does not provide any formal education.

Orchard View supports children and young people with special educational needs in line with their Educational and Health Care Plan (EHCP). Key Workers will engage with EHCP reviews wherever possible. They will make regular contact and links with the young person's School to evaluate progress being made and provide how the home can continue to support the child and young person with their educational needs.

Supporting Educational Attendance

The children and young people attend their usual school during stays at Crescent Dale. The staff at Orchard View arrange for transport to and from school to be provided. Key workers engage with schools and talk to teachers to ensure that the staff at Orchard View know how to help the children and young people attain their educational targets.

Staff will help the children and young people with any homework they have during their stays. The children and young people can do their homework in their bedroom or at the dining room tables. A computer is available for them to use.

There are no educational professionals employed to provide education at Crescent Dale

Enjoyment and Achievement

Enabling Activities

Orchard View encourages and enables children and young people to take part in a variety of leisure activities during their stays. Children and young people are supported to make choices using their preferred methods of communication, staff will use pictures, photos, Makaton and PECS to support communication. The kind of activities will vary according to the needs, wishes and abilities of the young people.

During school holidays it is often possible to take groups of young people, with their parents' permission, on day trips, there is a soft play area and also a sensory garden/play area where children and young people can spend time relaxing, playing, reading, taking part in arts and crafts.

Some examples of the range of activities on offer are:

- Cinema
- Bowling
- Hydro Pool
- Swimming
- Day trips – Blackpool, Safari Parks, Park and countryside visits
- Cooking and Baking
- Painting and arts and crafts, books
- Sensory play, soft play, musical instruments and toys

Television and DVD's, electronic tablets and computers

Outdoor activities, bikes, go carts

Orchard View has its own adapted minibus, all staff who drive the minibus will be expected to complete the councils own driving test and hold a valid driving license.

Health

Details of Healthcare

Many of the children and young people attending Orchard View will already be known to a range of healthcare professionals. This may include Speech and Language Therapists, Physio's, Paediatricians, Epilepsy Nurses and Consultants, CAMHS, Psychology and Psychiatry services. The children and young people will generally attend any healthcare appointments with their families or carers. Orchard View staff will not usually support these appointments.

Staff as a minimum requirement undertake the following training in relation to health needs:

- Administration of Medication
- Emergency Medication training
- Epilepsy
- Manual Handling
- Enteral feeding

As part of the introductory process for any new young person, the keyworker in conjunction with parents, carers and health professionals will identify any training needs for the staff team to enable them to meet the needs of that young person. Training will then be arranged for the staff team prior to the young person's first overnight stay.

Orchard View does not employ any dedicated health care staff.

The young person's parents, G.P, paediatrician and dentist are responsible for the young person's health. If staff at Orchard View have any concerns they discuss them with the children and young people and their parents. If a health problem occurs during a stay, staff will make every effort to contact the young person's parents. When appropriate, staff will take the young person to visit their own G.P. If there is a medical emergency, staff will accompany the young person to hospital and contact parents; any necessary action will be taken on the advice of medical staff and parents. Parents are asked to sign a form giving consent to emergency medical treatment when the young person first begins to visit Crescent Dale. This would only be acted upon if treatment is required before staff have been able to contact parents.

Childrens emotional health and wellbeing is monitored by observation and active engagement. The staff team build positive relationships with the children and young people and generally get to know them well. They will make observations and share this information with families and carers to support and promote positive emotional wellbeing

There are robust policies and procedures in place in relation to the safe administration of medications, these tell the staff how to give medication safely, what to do in a medical emergency and so on. Any medications provided or administered to a child or young person staying at Orchard View must be in the original container with an appropriate and original pharmacy label attached. This includes any PRN or emergency medications. All medications administered are given by trained, competent staff and will be recorded and signed for on a MAR sheet.

All staff undertake a range of training to enable them to fully meet the medical needs of children and young people staying at Crescent Dale. The training is usually provided by either the Nurse Advisor for Children or wherever required we will seek training from the relevant Health professionals.

Any accidents and illnesses will be recorded on the young person's daily records as well as the homes accident and injury log book, if these are of a serious nature, a schedule 5 will be sent to Ofsted

If a young person suffers serious harm or has a serious accident, serious illness as outlined within Schedule 5 of the Children's Homes Regulations, Ofsted will be notified.

Health care advice and support for staff is provided by a qualified health care professional, Helen Wilcock. Helen is a qualified Registered Childrens nurse and is employed by the Council as Nurse Advisor for Children. Helen visits the home on a regular basis meeting with staff, and managers to assist with health related matters and carry out training.

At Orchard View we actively encourage children and young people to have a healthy, balanced diets. We will ensure that young people's specific dietary requirements are met. This will include diets such as:

- Halal
- Gluten free, vegetarian, vegan
- Additive free
- Ketogenic, and others.

Orchard View ensures that the young people's specific dietary preferences are recorded. If a young person has a specific dietary requirement the parent/carer should inform a member of staff to ensure that Orchard View can meet these dietary requirements. Orchard View was awarded a Kirklees Healthy Choice Gold Award for its work in promoting healthy diets.

Positive Relationships

Promoting Contact with Children and their families

The children and young people can phone their family and/or friends during their stay at Crescent Dale. There is a phone especially for this purpose which can be used in the bedrooms or if children and young people prefer they can use the main office phone. Family and friends are welcome to phone Orchard View at any time to speak to the young person or to find out how they are. At the end of each stay a copy of the diary sheets diary will be sent home so that parents can find out what the young person has done and how they have been. If parents would prefer to have this information in some other form, this can be arranged.

Protection of Children

Details of the children's home's policies for safeguarding children, preventing bullying and the missing child policy.

During young people's stays at Orchard View staff will;

- Actively promote children and young people's safety by observing and supporting their engagement and participation whilst staying at Orchard View
- Work with social workers and others to protect children when they are elsewhere.

- Be aware that all children and young people with disabilities are children in need and, as such, require additional/specialist support to meet their needs.

All staff will:

- have undergone a check by the disclosure and barring service
- receive training on safeguarding, behaviour management and CSE
- be aware of their duty to report any behaviour by other members of staff and professionals that they would consider to be inappropriate and or abusive under 'whistle blowing' procedure and all staff must be alert to this possibility. The allegation of abuse will be investigated by the local authority designated officer (LADO) and follow Local Safeguarding Children's Board Policy and Procedures and may result in the member of staff being suspended from duty whilst the investigation is conducted.
- be alert to the possibility of "Child to Child" abuse, be it physical, sexual, emotional or neglectful and the legal duty to investigate such matters. When abuse of a young person is alleged to have been carried out by another child or young person, or it is suspected, the safeguarding procedures must be followed in respect to both the abused and alleged abuser.

Orchard View will be visited monthly by an independent person in accordance with Regulation 44 - Children's Homes Regulations 2015 who will also highlight any safeguarding concerns they observe during their visit.

All staff will work within and are guided by Kirklees Residential and Safeguarding Policies and Procedures.

Positive Behaviour Support

The home believes that rewarding positive behaviour is beneficial to the well-being and development of the children and young people accommodated in it. The home also believes that children and young people should be consulted about the management of the home and understand what the staff are trying to do for them.

The above will foster good relationships between the staff and children and young people and thus reduce the need for control, restraint and use of sanctions.

Staff may use a number of consequences to support positive behaviours, these must take into account the young person's level of development and understanding. This can include: reparation and withdrawal from an activity.

If any of the above consequences have been applied the young person that they relate to will in most circumstances, be able to 'earn' back the consequence. A Restorative Approach is encouraged with a view to the young person reflecting on how inappropriate behaviours may impact on others and how this can be readdressed.

Approaches to Behaviour Support

Staff are made aware of the policies provided by Kirklees Council on how to deal with challenging behaviour. Staff try to prevent such behaviour arising by using de-escalation or diversion techniques. They always treat the young person with respect and dignity. There is a Positive Handling Plan in each young person's Daily Living Plan which provides detail how staff should support children and young people in difficult situations. If

this fails, staff are allowed to use a restricted number of sanctions. Sanctions may include removing a young person from a group activity (for example, an outing) or removing a privilege (for example, use of the computer). If the behaviour poses a physical threat to other young people, to staff or to the young person concerned, physical restraint may be used. Staff are fully trained in Team Teach restraint techniques and this training is 'refreshed' every year. The home also has a member of staff who is a qualified Team Teach tutor. All sanctions and restraints are recorded fully, monitored by the manager.

Team Teach techniques seek to avoid injury to the young person, the member of staff and property. It is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect of attempts to keep people safe. All staff are trained in these techniques, Advanced Team-teach (if required) is refreshed yearly and the basic (which all staff have) is refreshed every 2years.

The aim of using both sanctions and restraints is to help the young person to focus on the consequences of their behaviour and to learn a more socially acceptable way of reacting to a situation or feelings in the future.

Orchard View staff are not trained in the use of specific therapeutic techniques and therefore these techniques are not used at Crescent Dale.

Bullying

Children and young people who use Orchard View may be vulnerable to being bullied. There is a zero tolerance to bullying at Orchard View and all complaints or concerns associated with bullying behaviours will be taken seriously and addressed promptly to improve the situation for the child/child involved. Staff will ensure children and young people are supported appropriately this promotes their safety whilst staying in the home. Kirklees Council has a bullying policy of which all staff are made aware. Bullying is a standard agenda item at team meetings where staff can raise any issues around bullying and proactive strategies can be identified to avoid further incidents.

Children and young people staying at Orchard View are supported and enabled by staff 24 hours a day due the nature of their disabilities and level of support needs. They will be supervised outside of the home and whilst in the garden, this ensures their continued safety and is not intended to restrict or inhibit their movements or freedom. Risk assessments are completed to support children's safety whilst in the home or out in the community. Risk assessments are in place to reduce risks and potential harm, they will also inform the staffing levels of support and supervision.

Should a child go missing from the home the missing person's procedure will be followed. Where it has been identified that a child may be at risk of going missing a multi-agency risk assessment will be completed to support their continued safety.

Monitoring and Surveillance of Children and young people

To ensure the safety of the young person or others, it may be appropriate to monitor exit and entry from a child's bedroom outside of normal waking hours with the use of a silent alarm that is triggered when a door is opened. It may be also required to use baby / video monitors in young people's rooms during the night to monitor the safety of the Young Person, i.e. if they have epilepsy.

If used, every effort is made to ensure the young person's privacy, dignity and rights whilst the system is in use. Their use is assessed on an individual basis and agreed to in the Short Break Plan by a parent / carer and the young person wherever possible. The use of the door alarms / monitors is reviewed regularly as to their appropriateness of use.

Due to the nature of children and young people who stay at the home it is necessary to have a variety of methods to monitor and safeguard the individual during the night. These methods will include:

- Regular checks by night-staff
- Use of in-built intercom
- Use of baby monitor with cordless receiver unit
- Use of video monitor with cordless receiver unit
- Use of door alarm
- 1:1 support with staff in bedroom throughout the night in extreme circumstances and dependant on need

The level of support/supervision should be identified through completion of a young person's daily living/care plan and the reasons for this i.e., epilepsy. This will be identified through discussions with:

- Young person
- Parents
- Carers
- Residential manager
- Epilepsy nurse
- Other relevant professional

It is our intention that the children and young people who stay in the home are involved in identifying the level of support they require, however due to the nature of some of the disabilities our children and young people have they may not be able to fully participate in this process.

The level of support/supervision will then be clearly identified within:

- The multi-agency risk assessment
- The Daily living plan/care plan
- The Education and Health Care Plan

Fire Procedures

All the internal doors are fire doors. All staff are aware of fire procedure and fire drills are carried out on a regular basis. The fire alarms are tested every week. In the event of a fire, one member of staff would phone the fire brigade whilst the others would take the children and young people out via the nearest exit. Staff undertake regular training in Fire Safety and the building has a comprehensive fire risk assessment which is update annually.

Security Systems

All the outside doors are locked whenever children and young people are at home. Some inside doors are always locked for safety (e.g. the medication room); others can be locked when necessary (e.g. the main kitchen). Doors are not locked unless there is a good reason. This is decided on the basis of the risk assessments of the children and young people who are staying at the time. A number of doors within the unit are locked electro-magnetically. This means that if there were a fire the locks would automatically release, allowing children and young people and staff to leave the building. All staff has keys for these locks. The building is protected by an alarm system. All the windows have a mechanism that prevents them from opening wide and all are locked at night. There is a monitor system that links all the bedrooms to a panel in the office. This indicates to night staff when there is a noise in a particular room. The system is used to monitor children and young people and for them to call for assistance should they need it. There are a few children and young people who require video monitors in their rooms on a night to ensure their safety.

Leadership and Management

Registered Manager, Registered Provider and Responsible Individual

The Registered Manager is Ben Bainbridge.

The Registered Provider is Kirklees Council.

Kirklees Council
Civic Centre 1
Huddersfield
HD1 2NF

The Responsible Individual is Elaine McShane

Service Director Family Support and Child Protection
Civic Centre 3
Market Street
Huddersfield
HD1 2EF
Tel: 01484 221 000

Management and Staffing Structure and Supervision

All staff receives regular practice related supervision at a frequency relevant to their needs and experience and receive an annual appraisal of their performance and fitness to perform their role. Supervision and appraisal records are stored securely within the home.

All staff receive mandatory training required to undertake their role, all have a minimum of Diploma level 3 or equivalent or are working towards attaining the qualification as stated in the regulations.

Orchard View has a Residential Manager, 3 Deputy Residential Managers, Residential Care Officers, some of which are employed to specifically work on nights. There is one Clerical Officer, 2 Cooks, 1 part time handyperson and 2 Domestic staff.

During the day when the children and young people are at school, the clerical officer, the domestic staff and at least one other member of staff are in the building. When the children and young people are at home there is usually 4 residential care staff on duty, although this may vary according to the number and needs of the young people. The needs of the children and young people are assessed through detailed risk assessments and dependency tool which helps the residential manager and their deputies to ensure that the home is adequately staffed to meet the needs of the young people.

From 9.30pm to 7.30am there are 2 night staff on duty that are awake all night. Occasionally there may be a member of staff sleeping-in if this is necessary to guarantee the safety of the young people.

It is usually possible to ensure that each shift has a balance of male and female staff.

If a problem arises during a shift the staff can contact the Residential Manager, the Assistant Residential Manager or the Emergency Duty Team if they feel that it is necessary.

In addition to permanent staff there may also be students, agency staff or volunteers. They will always be working under the supervision of permanent staff. There is also usually 2 domestic staff working each day. One of the cooks works each day to prepare the main meal of the day (evening meal during the week and lunch at the weekend).

There may be occasions when, due to the needs of the young person or to a high level of required supervision for stays, extra staffing will be required to provide safe levels of supervision.

Extra staffing may also be necessary when an emergency bed is required and it be necessary to cancel the planned stays of other users in extreme circumstances.

Staff sickness is covered, if possible, by substantive staff. If this is not possible then casual or agency staff will be provided, there will be at least an equal number of substantive staff on duty. The registered manager is responsible for ensuring that there is always adequate staff cover.

The training record of the unit as a whole is monitored to ensure that the needs of the children and young people and of the staff team are met. We also have staff who may undertake specialist training such as Picture Exchange Communication (PECS), Autism and Makaton.

All substantive staff have either completed or are working towards Diploma Level 3 in Caring for Children and young people or the CWDC level 3 Diploma for Child and Young Peoples Workforce. New members of staff complete a full Induction course as well as a thorough training programme.

Staff Team Balance

The home strives to ensure that the staff team has a balance of staff that ensure diversity in terms of gender, age, culture, ethnicity etc. to provide YP in our care with a range of positive role models.

Care Planning

Care Planning

Families who have been assessed as needing an overnight break will work with the identified worker to establish the plan.

The identified worker will arrange a visit to discuss the family's needs and to complete the necessary paperwork.

Once the referral has been accepted by Orchard View a member of staff will become the young person's 'key worker'. This means they are the main link for the young person, their family or guardian and their social worker. They are responsible for completing all the paperwork such as Daily Living Plans and Risk Assessments.

Social Workers, Guardians, families and carers may request an emergency stay at Orchard View in the following circumstances:

- The young person is known to Kirklees Authority
- Illness or hospital admission of the carer, foster family or other family member.

- Death in the family or attendance at a funeral.
- If the young person is at risk or if there is a significant risk of family breakdown.
- Breakdown of current placement
- There is a period of assessment or enablement required prior to moving to a long term placement
- Safeguarding concerns

These emergency stays may be for families of Children and young people who already use the service or for new service users who need a temporary service until a permanent service can be set up.

Admissions

The need is identified by Social Worker as part of a Child in Need Assessment. The assessment of need will determine if an overnight service is required and whether Orchard View is can meet the identified need. All referrals to Orchard View are made through Kirklees Council's Resource Panel. Once an assessment has been completed and it has been established that the individual needs can be met Orchard View will gather information from the child, their family, carers, their school and social care staff to inform and influence their individual placement plans and risk assessments. Various visits to the home will be arranged at a pace and level appropriate for the child or young person, this will include tea visits and other periods of time spent in the home prior to the first overnight. This information will be regularly reviewed to ensure the Orchard View can continue to meet assessed needs and outcomes.

Orchard View works closely with the Disabled Childrens Social work team to ensure that all young people's plans are managed and reviewed in accordance with legal and statutory requirements, policies and procedures.