

**Peter Every House**

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Statement of Purpose

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**Peter Every House**

**4 Crantock Road**

**Catford**

**London**

**SE6 2QT**

**Tel 0208 6952661**

**Email: Peter.every@ravensbounreproject.org.uk**

**OUR MISSION AND VISION**

**OUR MISSION: Is to support children and young people with disabilities to experience activities that would not normally be available to them and achieve their potential in all areas of their lives.**

**VISION: To help children and young people to have choices, fun activities and chances to learn new things in a safe environment where staff listen and ensure their health and wellbeing is paramount**

**The statement of Purpose and Function is made freely available to:**

* Any person who works at Peter Every House
* Any child/young person using Peter Every House day-care or overnight respite.
* The parents of any child/young person that use the services.
* The placing authority of any child/young person
* Any other organisation or person involved in the placing of a child/young person

**Introduction**

Ravensbourne Project is a registered children's charity (1056481) which support children and young people with disability: Peter Every House is a short-breaks residential home and day service, it supports children/young people with learning, physical disabilities and sensory impairments. It provides an opportunity to experience new activities in a safe environment.

Peter every House can provide overnight short breaks for up to 5 young people (providing that two of the five children are siblings of the same gender) aged between 8 and 18 years of age. We also provide a day service for children 5-18 years of age. The project provides short breaks for young people who live in the borough of Lewisham.

Our Services runs at weekends term time only and all holiday periods.

This statement of purpose is designed to accurately describe what Peter Every House sets out to do for the children, and the way care is provided. It will be reviewed and revised annually to ensure it continues to reflect best practice in the children's respite centre.

The Registered Provider/ Responsible Individual:

Robert Jones

Operation Director

Peter Every House

4 Crantock Road

Catford

London

SE6 2QT

Tel 0208 6952661

The Registered Residential Manager is:

Osareme Ikhinmwin

Peter Every House

4 Crantock Road

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Tel 0208 6952661

Day Care Manager

Sharon Edwards

Peter Every House

4 Crantock Road

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We believe that children and young people, regardless of their background or disability deserve the chance to shine.

When children and young people meet us for the first time they have often had very little social interaction outside of the family home or school setting. We aim to support the child, young person to develop new skills to support them into adulthood and have positive outcomes.

The overriding ethos of our home is to develop good quality relationships between children, staff and parents, as we firmly believe these relationships build skills to affect positive outcomes.

**Ravensbourne Project services include**:

Overnight respite 8 to 18 years old (Runs Friday to Sunday term time only and holidays)

Day-care respite 5 to 18 years old (Runs Saturday to Sunday term time only and holidays)

**OUR VALUES**

Peter Every House believes that high quality of childcare has a vital role to play in achieving positive outcomes for children with disabilities.

Our approach is summarised in the statement and aims to provide high quality residential short breaks for up to 5 children and young people with disabilities aged between 8-18 years (providing that the two of the five children are siblings of the same gender). And, a day service, through offering this service we hope to prevent family breakdown and enable parents/carers to recharge their batteries in the knowledge that their children are being cared for in a safe, respectful, stimulating and fun environment. Peter Every House staff will work closely with children, their families and other professionals to offer consistent, comprehensive and flexible services tailored to individual needs. The project provides short breaks for young people who live in the borough of Lewisham.

**Our Objectives**:

* Our key objectives are for young people to experience fun and high-quality care in a safe and stimulating setting.
* To place much regard on promoting well-being and acknowledging their strengths and achievements.
* Staff at Peter Every House actively support and promote the principles of social inclusion and young people are supported to go out in the community and further afield.
* Children and young people are consulted about the choices of activities, events and aspects of service delivery.
* Strive to enable young people to form and sustain friendships. The children and young people are asked who they like to come in with. For the young people who cannot communicate verbally staff who know them well observe the young person closely and establish who they respond positively to, and to some degree we can identify their preferences.
* To offer young people a range of activities within and out of the home to extend their range of experiences.
* To involve users of the service in the design, delivery, review and evaluation of the service to empower them and better meet their needs.
* By providing a nurturing and safe environment. Staff have been able to develop good relationships with the children and young people who use the service.
* To ensure the staff team are equipped with the necessary skills, resources and support to carry out their responsibilities.

**ABOUT THE HOUSE**

Peter Every house became operational on the 1st of August 2017 as a registered provider by Ofsted for overnight residential home, however it had been in existence operating as a nursery for early years and day service for the children and young people prior to this.

Peter Every did not commence service until the 1st of September as all children and young people were transitioned before the start of the service from the previous provider.

The service is located at 4 Crantock Road and it’s a two-story detached house in a residential part of South East London. There are four bedrooms for up to five children, young people, a lounge, large dining room, fitted kitchen, activities room that leads into a fenced garden area. Within the house there are two offices, one on the first floor and a sleep-in room located on the ground floor. One of the rooms is a large double bedroom with two single beds that siblings can share. The house has been adapted and is accessible for children with varying needs. These adaptations include ceiling track hoists to assist manual handling, specialist raise and lower beds, specialist baths, specialist toilets and a lift. Outside of the front of the house is a large car parking area.

One bedroom has been adapted to support the needs of children and young people who may have behaviours of concern. This bedroom has specialist safe furniture and is next door to the office to facilitate good levels of supervision at night. It can also be isolated from the other bedrooms when needed.

Each young person has their own bedroom, they have been decorated in neutral tones. The children/young people are involved in the decision making around the decoration of the house. Young people are encouraged to bring personal possessions to help with their transition and "feeling more at home"

The building operates a key pad entry system to maintain the safety of those who use and visit the building. The fire alarm system is operational throughout the building. Each young person has a personal emergency evacuation plan. We carryout evacuation training with each young person during one of their stays within a calendar year unless the evacuation would cause undue distress to the child/young person.

During each stay young people are encouraged to participate in a range of activities based in and out of the home. There is garden space and a lounge and large dining / activity area.

Children and young people are also supported to go out in their community and further afield. Peter Every House has its own mini bus, this is only driven by staff who have undertaken a specific driving test to assess their ability to drive the mini bus vehicle safely.

Activities and trips are incorporated in the daily shift planning process. Staff complete risk assessments to ensure any potential hazards are identified and measures implemented to minimise residual risk.

**How to Get to Crantock Road**.

Catford is extremely well served for public transport. As well as local bus routes from Lewisham, Catford and Bromley. The house is five minutes’ walk from an over ground train station.

The new setting has had all risk assessments carried out and fire checks, including drills and monitoring.

Lewisham is a multicultural inner-city borough in South East London. Lewisham is ethnically diverse with over 130 languages spoken. Overall 40% of all residents are B. M. E. This fact is reflected in the cohort of young people who utilise Peter Every House and the staff team. The borough is the third largest inner London Borough in terms of population. The borough has a varied landscape with some leafy suburbs. The area is identified in the London plan (The statutory spatial development strategy which is written by the Mayor of London) as one of the 35 major centres in Greater London. There is major work underway to improve Lewisham. The new development (Lewisham Gateway will include new restaurants, cafes, Confluence Place (a park where the Ravensbourne and Quaggy Rivers meet) Town Square.

There is a separate location assessment document relating to the project. This identifies the project as being appropriately placed and identifies how risk is managed. This assessment will be reviewed and revised at a minimum annually (sooner if the need arises)

Location assessment summary identifies that the project is appropriately placed and there are no intolerable issues that pose an immediate risk to the children and young people.

At present there are no concerns or significant risks about keeping young people safe who use the service. Young people being absent without leave are a rare occurrence and take place as part of the behavioural needs of the young person as opposed to young people going missing to engage in risky and or criminal behaviours.

**CHILDREN'S & YOUNG PEOPLES RIGHTS**.

Peter Every House actively support children, young people in understanding and exercising their rights under the Care Act 2004 The staff team aim to demonstrate a social pedagogic approach to supporting children's rights in their practice, which empowers children as active agents in all aspects of their care. For example, this means supporting young people to access advocates if they wish, express their views and wishes and where necessary challenge their care plans and decision-making about their futures.

**PURPOSE**

1. Peter Every House is a children's respite centre registered under Ofsted and works to meet the children’s home national minimum standards to provide short-breaks to families supporting children, young people with disabilities and to allow children, young people to access a social environment. Overnight respite up to 5 children, young people 8 to 18 years old.

Ravensbourne project supports up to 24 children, young people of both genders aged 5 to 18 years old.

1. Families are allocated respite services by the London borough of Lewisham. Ravensbourne has 4 bedrooms to enable us to offer short-term respite to children and young people.

1. The house can accommodate both day services and overnight service supporting up to 24 places (up to 12 children young people per session and each session is classed as a half day) within the day-care setting, and up to 5 children or young people within the residential setting. The purpose is to offer a safe, structured and caring environment to children and young people who are having a short-break away from their main carer, our approach to working with children and young people has been developed over time to incorporate a variety of methods, with the emphasis on the importance of relationships and support tailored to individual need and achieving the goal of individual care/support plans’ e.g. development planning, preparation for independence, stable nurturing environment providing long term care to independence.
2. When a child, young person first visits Peter Every House our initial objectives are to welcome them, provide them with a safe secure environment and to undertake a detailed, relevant and evidence-based assessment using our assessment framework. This assessment is used to identify needs, and plan for each young person.
3. We work to ensure that every child, young person feels safe and valued, that each person is treated and accepted as an individual and that they feel sufficiently comfortable in their surroundings to make a positive move forward in their development.
4. Staff work closely with the children, young people within the setting, their parents or carers and other professionals involved in their care. Staff ensure that those involved have a good understanding of how the placement is progressing. Including agreed tasks and how the child, young person is developing life skills.
5. The team work holistically with both children and, where appropriate their families, to help them achieve the best possible outcomes. This can include outreach and follow-up support when a young person leaves the service post 18 years old.
6. Staff have high aspirations for the children, young people supported within Peter Every House and help them to realise their potential.
7. The team ensures that young people are safe and have positive day-to-day living experiences. Young people are supported and encouraged to learn life skills appropriate to their age and skills level moving forwards to independence.

**Children young people we support**:

**Residential respite/ Day-care respite:**

At Ravensbourne, we provide high quality day & residential short breaks for children and young people aged 5-18 years of age who live in the London Borough of Lewisham and are deemed to have a learning and or physical disability. We also support young people with Autistic Spectrum Disorder and associated conditions such as dyspraxia, ADHD, ADD and behaviours of concern.

We can meet the needs of young people with differing medical support needs. Staff are trained and provided with support to meet clinical interventions such as the administration of medication and nutritional feeds via gastrostomy, administering Buccal Midazolam and rectal diazepam and the use of an Epi pen. Staff are also trained on an annual basis in manual handling. Each young person who requires this support has their own manual handling risk assessment. We work with a wide network of people to promote partnerships and holistic planning of needs.

Where appropriate some young people are subject to physical restriction such as use of wheelchair straps, specialist clothing and specialist restrictive bedding such as raised bedsides, cocoon sleeping system and keypads on specific doors throughout the building which helps to ensure the safety of the young people. These measures are only applied when necessary and with consent from parent/carer. All consents relating to restrictions and deprivations of liberty are reviewed annually.

The mental capacity Act 2005 and Deprivations of Liberty

We recognise that some of the restrictions applied to children and young people are deemed a deprivation of liberty in accordance with the Mental Capacity Act 2005. In adherence with the Act staff at Peter Every House do not routinely assume all young people who are 16+ do not have capacity. Each restriction is implemented on an individual basis relating to identified individual need. Where it is deemed that a young person aged 16 and over does not have the capacity or not able to make informed choices and decisions, consent and agreement is sought from the parent and social worker from the designated local authority.

**Overnight Respite:**

* The child, young person must have been referred by Lewisham short-breaks team.
* The child, young person must have an allocated social worker.
* An agreed plan of outcomes has been agreed by all involved in the child, young person’s life.
* Decisions about placements will consider whether Peter Every House can meet the child, young persons needs and the possible impact on the other children, young people using the service.
* A full needs assessment has been completed.
* A placement meeting must be held with both the social worker, parents and Peter Every House to look at the following areas:
* Objectives and duration of the placement.
* Strategies to meet the child's, young person’s social, emotional, behavioural, health and personal needs.
* Task allocation
* Risk assessment
* Review dates
* Social worker input.
* Access to files.

**Criteria for Referral Day-care**:

* The child, young person must have been referred by Lewisham short-breaks team.
* The child, young person must have an allocated social worker.
* An agreed plan of outcomes has been agreed by all involved in the child, young person’s life.
* A full needs assessment has been completed.
* Decisions about placements will consider whether Peter Every House can meet the child, young person needs and the possible impact on the other children, young people using the service.
* A placement meeting must be held with both the social worker, parents and Peter Every House to look at the following areas:
* Objectives and duration of the placement.
* Strategies to meet the child's, young person’s social, emotional, behavioural, health and personal needs.
* Task allocation
* Risk assessment
* Review date
* Social worker input.
* Access to files.

**EMERGENCY PLACEMENTS**.

Peter Every House supports the London borough of Lewisham with emergency short term placements, within the day-care and residential setting. Peter Every House has one allocated bed for short term care because of a family crisis, placement breakdown, a need for respite outside of the agreed allocation. Or because of being placed into the care of the local authority. It may be used for a maximum of 17 nights consistently. Ofsted will be informed of any placements outside of the agreed short-breaks service. Or meets the criteria of above.

This limited use of the emergency bed allows us to provide a valuable service for children in need of an urgent short-term placement while minimising the impact on the existing children, young people accessing the service.

Peter Every House operates a clear procedure for supporting children in an emergency placement to ensure that any negative impacts on the child and the existing respite User group is minimal and that all the children are well prepared, supported and made as welcome as possible. An impact risk assessment is completed by the Manager for each referral received wherever possible. For all emergency placements a full assessment will be completed. This assessment identifies strategies for minimising any negative impact on the child referred and the existing users of the respite service. Where a child is placed as an emergency an individual risk assessment is completed within 24 hours of the placement and updated as soon as additional information is obtained from the social worker on the next working day.

A review of any emergency placements is conducted by a member of the management team within 72 hours of the start date to consider whether the child should remain at Peter Every House or if it is their best interests to move to another placement. Where a child is assessed as needing to move to another long-term placement the team at Peter Every House will work closely with the placing authority to ensure that this happens in a planned, well-supported and timely manner.

**OUR APPROACH TO CARE**

Peter Every Houses approach is rooted in the use of positive relationships to enable children, young people's holistic development and wellbeing. The team use concepts and theoretical models drawn from social pedagogy and attachment theory in their work with children and young people. Central to our work is the use of Person centred planning and best outcomes for the children and young people. Staff use reflective, ethical practice and positive, practical activities in building respectful, trusting relationships with the children and young people. We have a strong commitment to children's rights in daily practice and empower them to actively participate in decisions about their care and future care needs.

Staff members aim to establish safe relationships with the children, young people that will enable children, young people to speak freely about their feelings without condemnation or disapproval and which recognises their emotional and cultural experiences. We believe such an environment empowers the children, young people in their development and growth.

Our model of practice is based on a belief in positive value of respite focused on meeting the individual needs of the children, young people within a social environment. It focuses on strengths and seeks opportunities for building on children, young people’s attributes and skills to promote emotional growth and resilience.

Overall, we have created a caring, structured and stimulating environment that is responsive to the individual needs of the children, young people by providing:

* An inclusive approach, involving children, young people in the day-today running of Peter Every House.
* Physical care and comfort to children, young people with reassuring dependability, which includes regular mealtimes and bedtimes.
* A comfortable and well-furnished environment.
* Planned activities during the day and evening.
* Recognition of achievement and encouragement of individual skills.
* Recognition that to achieve the best outcome for children, young people it is important to involve other agencies such as health and social care providers.
* Ensuring that carers provide the range of values, standards and boundaries that would be afforded to any child, young person through good parenting. By providing children, young people with a period of stability within a respite setting.
* Together with opportunities to develop their practical, social and emotional skills, they will be enabled to function at a level which will enhance their confidence and belief in themselves.
* Through planned individual programmes and outcomes with each person, the aim is to set clear, realistic and achievable goals and to focus on positive interactions and support.

We are committed to enabling children and young people to be able to communicate their wishes and feelings in ways that are sensitive to their needs and abilities. We use a range of methods appropriate to the young person to communicate with children and young people. Preferred methods of communication are detailed in the young person's placement plan. Staff are trained to communicate using a range of methods such as simple widgets, picture exchange communication, visual time tables and picture symbols.

The cultural and religious beliefs of the children and young people are actively promoted and celebrated.

Individual children and young people and their families and/or anyone else with parental responsibilities are consulted about their religious observance to establish the most appropriate way of meeting their needs. This may result in staff for example supporting children and young people to attend regularly at local places of worship. Religious festivals and significant cultural events are recognised, and children and young people are supported to celebrate and enjoy them as appropriate.

**Key-work and Support**

Children, young people are allocated a designated key-worker when they have been referred to Peter Every House. The key-worker is a member of the team who is responsible for co-ordinating the care programme of the child, young person, both within the house and through liaison with their social worker, parents and other professionals.

Children, young people meet regularly with their key-worker to work towards achieving the goals/outcomes set in their care plan. The worker may include sessions to address social skills, relationships and family life.

All the children’s parents, social worker is invited to take part in the review. The child, young person is actively encouraged to have input into the meeting and reviews and to take part in planning their own futures. The key worker will support them to understand the purpose of the meeting and to prepare them so that they can contribute their views.

There are regular and frequent opportunities for the children, young people and staff to meet face to face and have discussions about a wide range of issues and these offer additional opportunities for ensuring that children's, young people’s views are considered in all aspects of the running of Peter Every House.

Each child, young person will have a permanent, confidential and secure record of their needs, support plan and outcomes. We encourage children, young people to take part in the information held within their files.

**Outcomes:**

Within the placement plan we set achievable but aspirational outcomes for each young person. These outcomes indicate our desire for young people to develop and have their abilities tested and stretched when and where possible. Outcomes are incorporated into every day records at Peter Every House to ensure they are ebbed firmly into every day practice, the outcomes are monitored and reviewed to ensure that any movement can be tracked and measured. Outcomes are set in collaboration with the young person, their parents and school. We will review and update the outcomes for all young people and evaluation will be done every six months.

**Quality Standards**

How we can demonstrate our impact in the children and young people's lives being supported at Peter Every House.

1. The quality and purpose of care standards:

Our mission statement is set in the statement of purpose. The outcomes we set for the children. Our aspirations and ambition for each child. Systems are in place to monitor quality of care both internally and externally.

1. The children's views, and feeling standards:

Menu planning, about meal plans, key worker’s sessions, children's groups. Young people input in daily records. Listening to young people. Being child centred in approach. Offering life interviews to support young people to explore their feelings.

1. The Education Standard:

Working with schools, sharing plans. Providing opportunities for learning. Supporting leavers with CV's and volunteering experience. Using activities as a way of promoting learning.

1. The enjoyment and achievement Standard:

Leisure, recreation, having a good time at Peter Every House working towards plans in a tangible way. Looking at improving young people's well-being. Things that make them happy. Better activity planning.

1. The health and Well-being Standards:

Trained staff and varied food options, safe administration of medication. Meeting complex needs, young people have opportunities for exercise and recreation.

1. The positive relationship Standard:

Key worker sessions, finding out what children like and do not like so much, booking reflecting and promoting friendship groups. Planning activities where they can sustain friendships. Links with the community.

1. The protection of children standard:

Safeguarding, safeguarding awareness, being clear of your role. Awareness of current events, child exploitation. Children who run away from home. Keeping young people safe and supervised. Good recruitment processes. Staff are regularly supervised. Good training/learning opportunities. Improving incident recording. Life space interviews. Debriefs for staff. links with LADO.

1. The leadership and Management Standard:

Suitably qualified staff. The registered residential manager has Level 5 in leadership and Management.

1. The care Planning Standard:

Good robust assessment processes. Using research to inform practice. Working external behaviour consultant to improve practice, insight and overall understanding. Data protection protocols with school best practice reviews.

1. Engaging with the wider system to ensure each child's needs are met:

Links with school, managers of other respite centres, staff from primary care trust, links with transport team and shared training.

**Organisational Structure**:

Board of Trustees

|  |  |  |
| --- | --- | --- |
| Name | Position | Responsibility |
| Mrs Henrii Webb | Chair of Trustees | Family Representative |
| Mrs Jaq’s Paschould | Vice Chair | Community Link |
| Mr Joe Burchell | Trustee | Fundraising & Events |
| Mr Cassim Bakharia | Trustee | Educational specialist |

Operational Team

|  |  |  |
| --- | --- | --- |
| Name | Position | Responsibility |
| Mr Robert Jones | Operational Director  Registered Provider | All Areas |
| Mrs Osareme Ikhinmwin | Registered Residential Manager | Overnight Care |
| Mrs Sharon Edwards | Day Care Manager | Day care Services |

All the Operational team have a qualification of NVQ4 or above, or a Diploma level 5 within children and young people’s settings.

The staff team

The team provides 24-hour cover and there are always at least two staff on duty when any young persons are present within the house. Staffing ratio of 3:1 unless additional support needs have been identified.

Peter Every House is committed to providing high quality support, supervision and training to staff and aim to ensure that staff know that they are valued for the essential role that they fulfil, staff, including managers, receive monthly supervision. Supervision is used as an opportunity for reflection on practice, to enhance knowledge and skills, feedback on job performance and to develop greater individual awareness. Supervision includes reviewing decisions and judgements, considering alternative options and learning form experiences. Supervision and annual appraisals incorporate review and analysis of training requirements and consider on-going development needs.

Further support is provided within the weekly team meetings. Within the meetings, the staff explore team dynamics and support effective reflective practice, to enable the team to function at its best and to most effectively support.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name & Post Title* | *Experience* | *Qualifications* | *Training* |
| Robert Jones | 30 years of experience working within the care-filed with adults and children living with mental health.  Children and Adults with special educational needs within the community and residential setting | HABC Level 5 Diploma in leadership for health and social care and children and young people’s services (England).  (QCF) Children and young People’s Management  NVQ3 in Sports and Recreation for disabled people.  Level 3 award in Education and Training (AET) | Advance Safeguarding  Safer Recruitment within the work place.  Fire Awareness  Positive mentoring & Supervision within the workplace. |
| Osareme Ikhinmwin  Residential Registered manager | 11 years’ experience working with adult and young people in the care sector | OCR Level 5 Diploma in leadership for health and social care and children and young people’s. HABC Level 3 in health and safety at work place. IOSH, NVQ 3 | Safeguarding and Safer Recruitment, responsible person and fire awareness, paediatric first aid, Effective supervision |
| Edwards, Sharon  Day service manager  Day Service Manager | Adults with disabilities NVQ 2, 3. Assessor award Outreach work. Manager of gym, Epilepsy training , Management training | NVQ4/3/ | Disability Safeguarding Conferences  Medication – Train the Trainer  PTTLS  First Aid  Fire Awareness  ScIP |
| Isabelle Webb  Business Support Officer(Student industrial placement) | Younger sister with disability and special needs. Over 10 years working with local schools and charities for children and young people | 10 GCSE’s A-C including English (B) and Maths (A), Btec Business Level 2 (Distinction) A levels – English (B) Extended Qualification Project (B) and Economics (C) Predicted 2:1 for BSc Business Management with Economics Degree | Clearcare homecare administration, Safe use of medication |
| Brady, Siobhann  SW3 – young Persons practitioner | BTEC nursery nursing 10 years’ experience of working with children with disabilities. | NVQ4/NVQ3 | Disability Safeguarding Conferences  Medication – Train the Trainer  PTTLS  ScIP |
| Lewis, James  SW3 – young Persons  Practitioner | Children with disabilities and physical needs, K100  Barnardo’s, Department of Trade and Industry | NVQ3 | Disability Safeguarding Conferences  First Aid  Fire Warden & Responsible Person |
| Balogun, Toyin  SW3 – young Persons Practitioner – Nights | Applied Social Science, Youth & Community Degree YOT Team experience and working with children with disabilities since April 2008 | Applied Social Science, Youth & Community Degree Studying for QCF | Disability Safeguarding Conferences  First Aid |
| Denny, Sarah  SW3 – Young Persons Practitioner | NVQ Level 3 & 4 in Teaching and supporting learning. | Studying for QCF  English Literature degree | Safeguarding  Moving and Handling  Fire Awareness  First Aid  PECs |
| Hayes, Catherine  *S*W3 - Young Person Practitioner | BTEC in Care, was a teaching assistant for Greenvale a Special Needs School. | QCF level 3 in children in young people | Safeguarding  Moving & Handling  First Aid  Fire Awareness  PECs |
| Lewis, Caren  SW3 - Young Person Practitioner | Nursery Nurse in Hospital and experience of Adults with Autism. Working with YP with Disabilities since 2008 | Children Practitioner Diploma Level 3 NVQ3 Equivalent | Disability Safeguarding Conference  Moving & Handling  Fire Awareness  First Aid |
| Maehara, Mio  SW3 – Young Persons Practitioner | Children with Disabilities in Japan, Young Adults with learning difficulties. | Children practitioner  Sociology Degree  NVQ 3 in children in young people | Disability Safeguarding Conference  Moving & Handling  Fire Awareness  First Aid |

**Recruitment:**

All staff are recruited in accordance with Peter Every Houses Recruitment policy and Procedures. This includes rigorous checks and an exploration of their values and behaviours. The young people and their families are actively involved in our robust recruitment processes.

Permanent staff are required to take part in an interview process which incorporates a formal interview, written test and young people's activity.

We place a high regard in recruiting the most suitable people and recognise that values and attitudes of staff can have the greatest impact on the quality of the young people experience.

We have found these value-based interviews enable the recruitment panel to explore the motives and attitudes of staff. The day long process of recruitment enables the staff on the recruitment panel to assess the consistency in responses from the potential candidate.

Staff Files & References:

Staff profile forms are to be maintained for each staff member including casuals and regular agency staff. This is the responsibility of the registered Manager. It is the managers' responsibility to make sure the records are up to date and any required actions are taken. It is the managers and senior managers responsibility for ensuring the information held is accurate and up to date and meets inspection standards. A HR system is in place and will be reviewed to ensure that the information held is up to date always.

As set out in the Ravensbourne project safer recruitment policy there should be at least two references held in the files covering the last five years of employment. Both should be on letter headed paper/ company stamped or sent from the company e-mail address and they must include current/ most recent employment. Where a candidate has been self-employed a reference should also be obtained from the most recent commissioner of their self-employment work.

Suitable qualified staff

Ravensbourne Project is committed to ensure that all staff based in their respite centre are qualified to at least a level 3 diploma for children and young people's workforce in the social care pathway.

**Supervision:**

All permanent full-time staff receive monthly supervision sessions with their line manager in accordance with Ravensbourne Project performance management policy. All permanent staff receive an annual appraisal, as part of the appraisal feedback is sought from children and young people and their families. Staff who work on a casual basis receive supervision less frequently but receive ongoing support. There is an agency induction file for agency staff to read the Peter Every Houses policy, safeguarding tool kit and the other policies and procedures that dictate how we work with the young people.

Current Staff:

All staff are suitably qualified for their roles.

We will have several part-time staff and casual contractors who we value for the expertise they have and the care they provide to children. Wherever possible we wish to retain these staff and will shortly be outlining the various ways in which we can support them to obtain their level 3 diploma if they have not already done so.

**Future Staffing**:

Ravensbourne Project will in the first instance seek to employ care staff who already hold level 3 diploma or are working towards it. Where prospective employees do not hold this but demonstrate that they have suitable skills and experience required for caring for children, it will be an essential requirement that they also demonstrate that they have the academic ability to complete the level 3 diploma. We will require them to enrol and complete the level 3 diploma within 18 months.

Sessional & Agency staff:

On Occasions, it is necessary to use agency and sessional staff. We have a selection of bank staff. We also use a small pool of agency staff to promote continuity of care.

**Contact with Families**

The family of the child, young person is an important part of providing the right support with the planned goals and outcomes, we actively encourage the families to take part in the planning of the outcomes and how the service is going to be delivered to the children, young people. We invite the families to meet with the managers and staff on a regular basis to talk about the care plan and review the outcomes that have been set by the social worker.

**Our Policies**:

Peter Every House under the Ravensbourne project has a central drive where all our policies are stored, reviewed and updated in line with new legislation and guidance.

Safeguarding Policy

Ravensbourne project has a safeguarding framework which contains all the policies, procedures, forms and guidance that relate to safeguarding and child protection. These are regularly reviewed and updated by the head of safeguarding. In the event of any safeguarding or child protection concern contact is made with Lewisham social care immediately and referral is made as necessary. Should the concern involve a member of staff at Peter Every House contact will additionally be made with Lewisham' local authority designated officer (LADO).

Staff are encouraged to recognise the potential indicators of abuse and how to respond appropriately. In addition, but not as a replacement, staff are also able to access on line safeguarding training. All staff have completed safeguarding for disabled children as there is recognition that disable children and young people are more at risk than their non-disabled peers.

**Prevent Strategy:**

All staff at Peter Every House will be undertaking online training in radicalization and prevent training. As part of the prevent strategy the government has defined extremism as vocal or active opposition to British values, including democracy the rule of law. Individual liberty and mutual respect and tolerance of different faiths and beliefs.

We understand that due to the nature of their disability children and young people in our care can be particularly vulnerable to grooming and may be at increased risk of radicalization. Through the training, practice development discussions and supervision staff are aware of signs or symptoms of radicalization and aware how to access their local safeguarding team if the need should arise.

**Health & Safety**:

Risk assessments are completed considering key potential areas of risk, actions are put into place to mitigate those risks and the assessments are subsequently reviewed regularly to consider whether they are still relevant and require updating. The assessment forms part of a comprehensive service approach to health and safety that include daily, weekly and monthly checks within the house and complemented by further audits by the senior staff.

Fire safety equipment is inspected in accordance with regulations and all staff are trained and have annual refreshers in fire safety awareness and the use of the equipment. Senior staff have enhanced training and oversee the regular monitoring and auditing processes.

**Anti-Bullying Policy**:

Our service has a clear understanding amongst staff, children and young people, parents and carers as to what bullying is and how we deal with it. We define bullying is something which happens in a relationship which involves some form of hurtful abuse of power and occurs on many occasions It can be persistent. One person or a group can bully others. There are many occasions It can be persistent. One person or a group can bully others. There is a deliberate intention to hurt or humiliate another person. We address it by ensuring:

* staff are intolerant of bullying in the project and early signs of minor bullying are actively managed and addressed
* Young people are encouraged and enabled to work together to identify their own problems, causes and solutions.
* Staff recognise when a child or young person may need protection because of bullying and act to ensure appropriate safeguards are put in place.

* Staff reassure children and young people subjected to bullying that are not to blame and ensure they receive support.
* Staff undertake a life space interview with young people to afford them the time and space to express their feelings.

As part of the key working sessions staff ask young people who they enjoy coming to Peter Every House with. These discussions allow for opportunities to explore peer relationships and how the young person may feel. Where young people have communication difficulties staff will use observation and modified communication methods to ascertain information.

**Children who run away or go missing from Peter Every House**.

All staff are aware of the risk indicators for the possibility for children and young people to run away or go missing from home or placement.

If appropriate we offer advice and support, to alert the child or young person to the dangers of running away from the home or respite setting, we work with them on alternative strategies to help the child or young person to seek alternative ways of expressing their feelings that may result in the child young person running away.

The staff and volunteers remain vigilant to the cause of the distress that can result in running away.

The staff are aware of the increase risk of running away or going missing for children and young people staying away from their families. We recognise that vulnerable children have a significantly higher incident rate of running away and this is considered in care planning.

Fortunately, incidences of young people running away from Peter Every House setting is a rare occurrence and likely to take place as part of their behaviours as opposed to running away for a specific cause. Young people who present a high risk of going missing have this risk identified in their placement plan and behaviour risk plan. Both plans identify what measures can be implemented to reduce the likelihood.

Peter Every House has a missing person protocol which identifies a consistent response to young person who may go missing. All young people have a missing person form with their personal photo and basic information as point of reference which can be given to the relevant professionals e.g police and social worker team in the event of a young person going missing.

**Anti-discriminatory policy**:

We are committed to promoting equality, valuing diversity and working inclusively with children, families, our staff and other agencies. We uphold these principles in everything that we do, and this helps to define our actions, behaviours and practice. We promote an inclusive organizational culture, built on fairness, respect and dignity for all children, families and colleagues. We do this by challenging and addressing inequalities, discrimination and celebrating and embracing the diversity that exists. We take a zero-tolerance approach to discriminatory practices. We embrace difference and participate in the celebration of differing festivities. We have an exciting diary of how we intend to involve our service users group in recognizing and participating in a wider range of festivities.

We do not belief that equality and diversity, begins and ends with food and music. Recognizing and celebrating difference is so much more than that. Opportunities to learn about differing cultures and festivals take place regularly within the project. During the year, we celebrate festivities such as Easter, black history month. Diwali, kwanza and Christmas. Staff also tie into celebrations that are current providing an opportunity for recognizing different nations.

Per Lewisham' profile and strategic partnership it is known that in the borough there are over 130 languages spoken by different communities across the borough. Our current staff team reflects the cultural diversity of the children and young people. We will identify young people's ethnic origin in the team they like to choose to identify themselves with as opposed to insensitively identifying labels and groupings.

At Peter Every House, we are committed to meeting individual needs and encourage the young people to define their needs and how they can be best met. We support young people to follow their religious beliefs, value their culture, linguistic preferences and backgrounds.

The Manager keeps a record of the cultural/racial breakdown of all the children and young people, this is ensuring the service remains culturally aware and responsive.

**Children's Rights policy:**

Our approach to children's rights is based on the NU convention of the Rights of children and believe that children and young people have a right to be involved in the planning and running of the services. To do this, we endeavour to make sure that certain basic principles are followed including:

* Children and young people are given explanations in a way and format that they can understand.
* Clarity about confidentiality.
* Recording about a young person are available and are shared as appropriate.
* Additional services are available and good working relationship established.
* Children and young people are treated fairly and equally.
* The importance of choice and having a say.
* The right to complain and for any complaints to be taken seriously and acted upon promptly.

**Consultation**

All children and young people are consulted about their day to day life in a way that is appropriate to their level of understanding and means of communication.

Peter Every House involve children and young people in:

* Menu planning
* Room they would like to sleep in.
* Young people and friendship groups/equally who they do not like to attend with.
* Recruitment
* Key work sessions.
* Choosing activities.
* Questionnaires and surveys.

Parents are encouraged to be involved as much as they wish, and their views and wishes are welcomed by staff always. Parents get the opportunity to speak with staff informally all visits or through telephone contact with key-workers.

**BEHAVIOUR MANAGEMENT**.

Behaviours that present risk or are inappropriate have a purpose and a function and are often are a form of communication for those who are not able to get their needs met in more acceptable ways.

By being a calm and safe role model staff and carers can help them to learn these skills, or they may be supporting their families and carers to help them do this.

Restraints/restrictive practices of any kind are only ever used as a last resort – that is where there is no alternative and there is immediate danger or risk of harm to the child or others.

Ravensbourne Project is committed to Positive Behaviour Support and is proactively working towards eliminating the use of restraint. This means carefully monitoring methods of behaviour support and working together with children, young people and their families to help them develop skills and increase the potential for a future filled with positive opportunities.

The wellbeing of children and young people is a priority and services actively work to lower the risk of dangerous or harmful behaviours. All harmful behaviours have a risk assessment which identifies any interim safety strategies and is part of a personalised behaviour support plan (My Plan).

Placement plan sets out how children and young people are to be encouraged to get their needs met in less harmful ways and how staff will support them to do this. Young people their families, social worker or advocates contribute to content of their placement plan.

Children Practitioners at Peter Every House are all trained in the PROACT-SCIP-UK behaviour management approach. It is an internationally recognised programme supported by The Loddon School based in Hampshire.

All staff at Peter Every House receive training in PROACT SCIP which is a positive behaviour support training that emphasises the need to be proactive in supporting young people from the beginning rather than be reactive after any incidents and accidents that may occur. We have two internal SCIP trainers within the project and ongoing access to an external behavioural consultant.

Ravensbourne Project collates all incidents and accidents on a quarterly basis. All the quantitative data is collated and analysed. Staff competency on restraint are assessed during the training. Annual refresher is carried out every year to assess their competency. By doing as an organisation we are better placed to identify and understand specific trends and patterns and patterns of behaviours of concern.

Actions post incident

Life space interviews

The Life Space Interview is ideal for the after-incident processing that must occur. Staff have to consider the timing of the interview to ensure the young person is calm and the interview does not become the catalyst to bring back negative feelings. It may not be appropriate for all children to be involved in a life space interview due to this being re-enacted for them – this will be judged on a case by case bases. It is an important tool for the young person where possible to make sense of the incident and encourage closure.

Social Stories

This can also be carried out when after an incident has occurred for the young person to understand the entirety of the situation. It’s for the young person to make sense of the incident by making a short story through visuals to describe the cues. It is for young people who are unable to communicate.

Debriefs

Debriefs are a means of supporting staff post incidents.

It is important to recognise that staff also need an opportunity to recover and reflect after an incident or accident. In addition, it should be acknowledged that staff can use incidents and accidents as opportunities for learning. Thorough, honest and supportive debriefing following an incident and or supervision can result in important learning experiences and positive outcomes for all concerned. Debriefs must occur for staff when a restraint has been used.

Monitoring devices are used at night within the service. Bedroom door alarms alert waking night staff to children and young people getting up and sound monitors are used for children with complex health needs and epilepsy.

These are used to supplement the regular routine checks that are undertaken throughout the night by staff to ensure that children and young people are sleeping ‘safe and sound’. Specific consent is sought from parents and/or Local authorities for the use of any monitoring devices and explicitly stated in the care planning documents.

**Supporting children with Education**:

Our service is committed to ensuring that children and young people maximize all opportunities to achieve their potential within education system. All children and young people are encouraged to attend school and every effect is made to ensure that school attendance is regarded as a priority.

* Where possible we work closely with the schools to ensure that we are working consistently to ensure continuity of care, and that strategies are shared and used to promote the best possible outcome for the young people.
* We will support children and young people by showing an interest in their work.
* Make sure that the child/ young person has a quiet place to study and that they get additional help if required
* Staff believe a positive attitude and enthusiasm for education system can have a significant influence on the value children and young people place upon it.
* Children with special education needs require a well-co-ordinated support across education health and social care settings. As part of a multi-agency approach we support the need to engage with a wider network to prevent working in insulation and encourage an insight into the bigger picture.

**Transition Planning:**

Transition planning has been consistently met, either the plans are identified when the child/young person reaches 16 years of age or when they are about to leave the service at one day before their 18th birthday.

At Peter Every House the management identify the children reaching 18 years of age at least the year before and put in place a plan that includes:

Spending the year preparing the children and their family for leaving the service.

Each leaver has a leaving party and gift and photos.

Identifying further support after they leave.

Linking with adult providers where appropriate

Peter Every House management have been involved in the transition work party.

All care plans detail arrangements to support children and young people. Key workers maintain regular contact with the children schools and attend review meetings to ensure that we are having input into the child young person’s needs assessment.

**Health Needs:**

our service ensures that the children young people have access to universal specialist healthcare whilst receiving service. We believe in empowering and supporting them to take responsibility for their own health and wellbeing wherever possible. We ensure children and young people have the right medicine, clinical procedures are safety administered and staff and carers are trained and competent to do so.

The short breaks home adheres to controlled drugs protocol ensures that all medication is logged in and logged out. All controlled drugs are recorded within the controlled drugs book and stored in a specific cupboard. All medications are stored in a cabinet or lockable medication fridge.

Signed consent forms to authorise the administration for medication, emergency medical treatment and first aid is sought from parents/carers or the local authority prior to coming to visit Peter Every House.

Young people of 16 years old and over can give consent to medical treatment as appropriate with young children also having the same right depending upon their level of understanding and capacity to understand the nature of the treatment.

All staff are trained in the management of administration and Relevant procedures with annual refreshers drawing upon the experience of external health professionals.

The management and administration of medication is subject to strict adherence to Ravensbourne Project medication policies and procedures considering the day to day needs of the children and young people at Peter Every House some staff are trained as qualified trainers for the administration of medication.

Staff will be trained in the following areas:

* Gastrostomy feeding
* Medication Administration
* First Aid
* Annual refreshers on Sickle cell, Epilepsy, Emergency medication, Asthma pumps and Epi pens administration
* Eating and drinking (preventing aspiration)
* Evacuation Chair
* Manual Handling
* Risk Management
* food Hygiene
* Makaton

Young people with health care needs have a comprehensive health care plan which ensures that their health care needs are identified and addressed in a safe planned way and that their health care plan is regularly reviewed and up to date.

**Healthy Food & Drink:**

We are committed to promoting healthy living for all the children young people visiting Peter Every House and provide food that is nutritious and includes all food groups. Each young person will have a meal time guidance in their placement plan which identifies what support or dietary requirements they have.

All children and young people will be encouraged to eat a healthy meal and a menu will be provided to all the children, fruit is always available as an appropriate snack. We have a no fizzy drinks and sweets policy to promote healthier choices within the project.

**How to complain**

We are committed to excellent customer service. We regard complaints as an opportunity to turn a negative experience for a customer or service user into a positive one, as well as an opportunity to learn and improve. The context for our complaints procedures is effective customer care, with service standards and service level agreements where appropriate, and with regular dialogue and review with customers of the service provided.

Complaints should first be addressed to the residential or day manager or any member of staff who will pass it on to the management team, so it can be resolved.

Complaints can also be e-mailed to:

[peter.every@ravensbourneproject.org.uk](mailto:peter.every@ravensbourneproject.org.uk)

If you feel that the complaint has not been resolved, you should contact your child’s social worker at Kaleidoscope Tel 020 7138 1100

**Croham Services for Children (For children in need. Looked after children and Care Leavers)**

Advisory and complaints service for children and young people

0800 093 2012

Advocacy service

Voice Ability,

UnitedHouse**,**

**39-41 North Road,**

**London.**

**N7 9DP.**

0300 222 5948 (Helpline Mon-Fri, 9am-5pm)

[careadvocacy@voiceability.org](mailto:careadvocacy@voiceability.org)

Ofsted

Ofsted National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

E-mail [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)

For the advice and assistance for looked after children

**Office of the Children’s Commissioner**

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Direct Line: 020 7 340 7879 or Telephone: 0207 783 8330