

**STOKE-ON-TRENT CITY COUNCIL**  
**CHILDREN'S SOCIAL CARE**



# Statement of Purpose

## WOODVIEW

SCO32565

July 2017

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**Short Breaks:** can be provided by local authorities through the use of their powers under section 17(6) of the 1989 Children's Act, which grants local authorities the power to provide accommodation as part of a range of services in order to discharge their general duty to safeguard and promote the welfare of children in need; and section 20(4) of the 1989 Act.

## **1. Statement of Purpose**

Schedule 1 of the Children's Homes Regulations 2015 requires every Children's Home to compile and make available a written Statement of Purpose.

All children will be treated as a child/young person first irrespective of any additional disability or difficulty and as unique and valued individuals in their own right

A child/young person/carers fundamental right is;

- To be safe
- To be consulted on all aspects of care
- To be treated and cared for as a child/ young person first
- To be valued as an individual
- To be treated with dignity and respect

Our role is;

- To provide the highest possible standard of professional care
- To provide the most suitable safe, happy and home like environment
- To ensure all cultural, religious and specific individual needs of the child/young person are met fully
- To consult and communicate with the young person, parent and/or carers at all times
- To provide opportunities for play and stimulation
- To promote development to the child/young person's full potential
- To work alongside a multi disciplinary team of professionals involved with each young person

## **2. Introduction**

The service is registered with and regulated by Ofsted for up to 6 children in overnight accommodation, aged 5-18years, with learning disabilities.

The individual needs of the young person will be met by developing supportive relationships with each young person and continually assessing their changing support and development needs and work closely with their families/carers and other professionals to achieve the best continuity of care and support,

Effective communication networks and joint working are central to the delivery of a quality service.

### **3. Leadership and Management.**

#### **Organisational Structure**

#### **Name and Address of Registered Provider and Registered Manager.**

The Responsible Individual is:

Sue Hammersley  
Head of Service – Early Intervention  
Children and Family Services  
Floor 2  
Civic Centre  
Glebe Street  
Stoke on Trent  
ST4 1RN  
t 01782 238845  
e [sue.hammersley@stoke.gov.uk](mailto:sue.hammersley@stoke.gov.uk)

The Registered Manager is:

Rob Snape  
T 01782 232985 f 01782 231942  
e [robert.snape@stoke.gov.uk](mailto:robert.snape@stoke.gov.uk)  
stoke.gov.uk

The Registered Manager has 28 years' experience of working with people with learning disabilities and 17 years' experience of residential care management (3 years' adult residential learning disabilities/ 3 years' residential schools learning disability children/ 7 years' children's homes learning disability children/ 4 years' respite care learning disability children).

Registered Manager's Award/NVQ 4 in Childcare.  
NVQ 4 in Care.

#### **The weekend short break service is structured as follows:**

1 part time Manager,  
1 part time Assistant Care Manager  
7 part time Residential Care Workers.  
3 part time Waking Night (+1 temporary to cover maternity leave)  
1 part time Cook  
5 casual staff

Each shift has 3- 4 staff on duty depending on the needs of the young people. Each night there is one Waking Night Care Worker supported by a Residential Care Worker who sleeps in. In some circumstances dependant on the needs of the children we have 2 Waking Night Care Workers on shift, although this is exceptional.

Staffing levels will be adjusted to meet the needs of the young people at any time should the residential client group require such changes.

**Residential Staff Details:**

Name	Job role	Qualification
JT	Part time Assistant Care Manager	NVQ 3 Health and Social Care – working with children and young people To begin NVQ 5 Registered Manager's qualification date to be arranged. To enrol on NVQ 5
SB	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
AL	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
KL	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
LM	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
ST	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people . D32/33
SP	Part time Residential Care Worker	Working towards NVQ 3 ,Health and Social Care – working with children and young people.
DW	Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
SW	Waking Night Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
MT	Waking Night Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
SM	Waking Night Part time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
VB	Waking Night Part-time Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
ER	Part time Cook	NVQ 2 (Cookery)

PW	Casual Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
DA	Casual Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
CB	Casual Residential Care Worker	Working towards NVQ 3 Health and Social Care – working with children and young people
KW	Casual Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people
MB	Casual Residential Care Worker	NVQ 3 Health and Social Care – working with children and young people

The Woodview service is staffed by a well-motivated and experienced team of care workers, led by a highly qualified and experienced management team. There are currently 11 female team members and one male. Efforts have been made to address this gender imbalance by using male casual staff occasionally from SGH or Placement support.

The selection and interview procedure is rigorous, following the Stoke on Trent City Council Recruitment Policies. All potential members of staff are Police checked via the Disclosure Baring Services, and references scrutinised.

The home is committed to ensuring that all new starters have a comprehensive induction in line with the CWDC standards.

All staff undergoes MAPA Training, including safe methods of physical restraint, with annual updates. The majority of staff are qualified First Aiders. There is a training matrix at the unit which details staff core training schedule.

Opportunities for staff to attend other courses with particular interests or skills, relating directly to their area of responsibility will be supported.

### **Staff Supervision/Development/Appraisal**

Woodview is committed to an on-going programme of supervision, training and development for the entire staff group.

Staff are regularly supervised in accordance with departmental policy and in line with the requirements contained within the Quality Standards 2015. Part-time permanent staff receive supervision every 2 months and casual staff receive regular supervision. There is a supervision matrix at the unit, signed by manager and each staff after supervision.

All staff are trained by Stoke on Trent Council in NVQ/diploma 3 and above. This provides a value - based training opportunity to evidence that they work consistently toward quality care and service provision by using knowledge in practice.

All staff receive training in Child Protection procedures, dealing with challenging behaviour and appropriate other training, some specific to individual children.

Each staff member has a training file detailing training attended and certification evidence.

All staff complete a Performance Appraisal Review (PAR) yearly; this is reviewed regularly to identify any present and future learning needs of the individual to ensure that staff are fully equipped to carry out their role. Staff development planning is an continual, evolving process.

## Staff Training

To be provided by the City Council or other facilitators if training is relevant to meet the needs of the young people.

All permanent staff at Woodview receive training and guidance in relation to:

- Safeguarding Procedures, including children with disabilities
- Behaviour Support and physical interventions
- First aid (including paediatric)
- Fire Awareness
- Fundamentals of Health and Safety
- Basic food and hygiene
- Manual handling
- Administration of medication
- Epilepsy
- Data protection
- Equality and diversity
- Makaton
- Specialist training for specific needs of individual children (eg PEG feeding).

## **4. Quality and Purpose of Care**

All staff at Woodview have a very good awareness of the background of each child and the context in which they were admitted.

All staff have a sound knowledge of what we are supporting each child to achieve at Woodview. This may be peer friendships, support with social behaviour and interactions, improved communication skills, the development of independence skills, or fun activities and informal learning.

### **Objectives of the Service**

- To provide a warm and homely environment that meets the emotional, physical, cultural, religious and spiritual needs of the young person.
- To respect the right of each individual young person to privacy and dignity
- To provide each young person with support to encourage them to develop and maintain a maximum level of independence
- To work in partnership with families and other services to provide the best quality of life for each young person
- To provide training and support to develop staff knowledge and skills that reflects the needs of each individual young person
- To monitor, review and evaluate the service that is being provided to each child so that standards of care can be improved upon (see also Chin review reports and minutes; Service Plan 2017; Regulation 44 and 45 documentation; Children's meetings and advocacy; weekly log book manager's report).



## **Philosophy**

- To provide a caring environment for all young people by creating a welcoming, warm and friendly atmosphere
  - To provide an environment where a young person can enjoy and participate in activities of their choice, where they can relax or just have fun.
  - To provide a unique opportunity for learning disability children to build genuine, meaningful relationships with their peers and experience a 'sleep-over' with their friends in a safe and emotionally secure environment.
  - To encourage a young person to develop new skills and experiences, including life skills and independence skills.
  - To provide a service in which the whole family and young person can be involved in their care arrangements
  - To value the diversity of each and every young person , acknowledge that each young person and family have different needs
  - To work in partnership with both family and other professionals in providing the appropriate care package, ensuring continuity and consistent approach
  - All young people will have the right to privacy and dignity, including the opportunity to have time by themselves if they wish.
  - Should a young person have the ability to use the phone there is privacy in the sleeping in room to facilitate this.
  - All young people will be given time to make choices about how they spend their time during the short break, including making choices regarding friendships, which room they have, the meals they eat and the clothes they wear.

For young people with limited verbal communication, other methods of making choices may be used e.g. makaton, visual schedules and timetables, using pictures or symbols , interpretation of body language. Communication effectiveness is considered to be immensely important to Woodview's philosophy of care.

## **Facilities**

Woodview is a 6 bedded unit, situated within Weston Coyney, near Longton, Stoke-on-Trent.

Weston Coyney is a quiet residential area with local facilities including a duck pond, country park and local shops. Stoke-on-Trent is a large city with a huge choice of events and leisure facilities. See 'Location' risk assessment.

Woodview provides residential short breaks for up to 6 young people at one time. During assessment visits or tea/lunch stays, there may be 7 young people in the Unit, but only 6 children stay overnight at any one time. Outside the home there is parking for 20 cars, all doors are wide enough for wheelchair access.

Externally there are security lights and an alarm: the building is managed by Stoke on Trent property services. CCTV is to be installed during 2017.

Inside there is specialist equipment within the home to;

- enable lifting and handling
- specialist beds with guards and adjustable height
- bath and shower bath that has adjustable height and tilts
- a wet room for wheel chairs
- moulded seats for wheel chair users
- sensory equipment and toys



There are six downstairs bedrooms, with décor chosen by the children.



All bedrooms are big enough to accommodate the young person with any additional specialist equipment they may need to bring with them e.g. wheelchairs, walkers etc.

Each room has a DVD, TV, and has been decorated to provide a homely environment; young people are encouraged to bring their own toys and personal possessions to make their stay comfortable.

The unit has, for bathing and toileting, a height adjustable bath, a shower bed and a separate shower room that can accommodate wheelchair users.

The communal lounge/diner is where young people meet and spend time together socialising. From the dining area there is wheelchair access to the garden.

There is a separate dining area at the other end of the building where main meals are served.

Next to the dining room we have an art room that allows for crafts and hobbies with easy access for wheelchairs. Adjacent to the art room there is a sensory room.

- (a) Leisure Activities. There is a television and video available in the lounge, Wii ,karaoke and a pool table in the art room Outside there is a large range of static and movable play equipment. The garden has an organic area with raised beds to encourage young people to understand nature and a sensory garden to provide stimulation for children.
- (b) Catering Facilities\_The kitchenette has a sink, fridge and a cooker so children may be encouraged to prepare or assist in preparing their meals if this is appropriate to their age and abilities.

There is a large, well-stocked residential kitchen for the provision of meals. One part time cook provides this service; the cook regularly attends young person's meetings to find out about children's meal choices; the kitchen has been modified to provide wheelchair preparation areas. The kitchen is monitored closely to meet all hygienic Health and Safety and Food Preparation Standards, scoring 5/5 at the recent Environmental Health Inspection in June 2016.

Staff and children eat all main meals together in the dining room.

Other meals and snacks are prepared by staff with the children's assistance within the kitchenette/dining room. As children often have special dietary or nutritional needs, there is liaison between parents, the key worker and cooking staff.

The grounds to the rear of the property are fenced to ensure the children's safety.

## **Facilities and Services.**

Laundry: unless soiled we do not wash young people's clothes.

Young people may wash their clothes as part of an independence skills programme.

### **Pocket Money & Other Expenses**

Pocket money sent in by parents or carers can be kept in the Unit office and is available to the young person to spend as they choose. All other expenses are funded by the Children and Young People's Department.

## **5. Care Planning.**

### **Referral Process.**

Requests for short breaks are made through the local authorities social care teams. If the young person meets the eligibility criteria then a placement referral is made to Woodview.

### **Eligibility Criteria:**

The unit can provide a short break service for both male and female, between ages 5 to 18 years who;

- Have learning disabilities and / or physical disabilities
- Have been referred through the Children with Disabilities team's Short Breaks Resource Allocation Meeting. Children are either supported under Section 17 or Section 20 (Regulation 48) of the 1989 Children's Act and have an allocated social worker or IRO.
- Are able to reside in group environments
- Live within the Stoke catchment area
- Has had an overnight Short Break identified in a Child in Need plan or LAC document
- Do not need 1-1 as staffing ratio's are 1-2/3
- Behaviour that may be challenging but not pose a risk of injury or bullying to the other young people who are on a stay.
- May require tube/peg feeding but not nursing care
- May require extra assistant with personal care (the unit has hoists)

Once agreement is made that an overnight short break is the best service provision to be offered, the child and parents visit the unit to look around and then a home visit and school visit is made by an allocated Residential Care Worker to assess the young person's requirements

The process will include undertaking various risk assessments and collating any documentation of specific care needs. Following the home visit an assessment process begins with lunch visits, tea visits, day visits and then a first overnight stay.

If the inductions go well young people are allocated 24 nights a year (predominately weekends). They are placed in different groups during

assessment in order to identify the most appropriate peer group through Impact risk assessment.

The young person usually attends for a weekend short break from Friday to Sunday.

Arrival and discharge times may vary due to unit or individual need.

#### **With Regard to Emergency Admissions:**

- a) Admission Criteria through the placement referral must be applicable.
- b) A referral can be taken from both the Emergency Duty Team and the Duty Officer for the Disability Social Work Team.
- c) Emergency Admission is only accessible during operational times.
- d) Any emergency outside these times is directed to the Family Placement Service through normal managerial channels.
- e) A risk assessment must be undertaken prior to allocation of emergency provision.
- f) *The needs of the* young person and the effect of any emergency admission on the existing client group must be assessed to ensure appropriate placement.

#### **Legal Status /Placement Plans**

After induction and assessment if it is felt that Woodview is the appropriate placement for a child's respite then at pre placement meeting it will be discussed whether to provide accommodation under section 17(6), section 20 (48) of the 1989 Act, or in some cases, children who are under full Care Order (section 31) can be placed at Woodview by the local authority. There should be a careful assessment of the child's and family's needs that addresses the following considerations ;

- particular vulnerabilities of the child, including communication method; parenting capacity of the parents within their family and environmental context;
- wider family and environmental factors;
- the length of time away from home and the frequency of such stays  
The less time the child spends away from home the more likely it is to be appropriate to provide accommodation under section 17(6);
- whether short breaks are to be provided in more than one place
- where the child spends short breaks in different settings, including residential schools, hospices and social care placements, it is more likely to be appropriate to provide accommodation under section 20.
- views of the child and views of parents,
- The need for an independent reviewing officer (IRO) to monitor the child's case and to chair reviews.

A Short Breaks Care Plan will be produced by the Social Worker and consents (medication/mapa holding/activities) signed by parents/carers.

Providing short-term break accommodation under the different legal provision:

<p>a) Child is provided with accommodation under <b>Section 17</b>, Children in Need, (which can include overnight stays).</p> <p>The vast majority of children who access Woodview are placed under section 17.</p>	<p>b) Child is provided with accommodation under <b>Section 20</b> ; short breaks are pre-planned and in the same place; no break lasts more than 17 days and the total does not exceed 75 days in one year          → <b>Regulation 48</b> applies</p>	<p>c) Child is provided with accommodation under <b>Section 31</b> of the 1989 Children’s Act. This is where the local authority has been granted a full Care Order.</p>
<p>The child is not looked after.</p> <ul style="list-style-type: none"> <li>• No requirement to provide an IRO</li> <li>• A CIN Plan and Short Break Care Plan is required</li> <li>• CIN meetings or reviews should be carried out at least every 6 months, and more often if necessary</li> <li>• Statutory visits by social workers should take place at minimum of six monthly intervals</li> </ul>	<p>The child <b>is</b> a LAC child and this means that:</p> <ul style="list-style-type: none"> <li>• An IRO must be appointed</li> <li>• A Short Break Care Plan must be written</li> <li>• The first social worker visit must take place within 2 months of the placement day or as soon as practicable thereafter. Subsequent visits must be at intervals of no more than 6 months</li> <li>• The child’s case must be reviewed within 3 months of the start of the placement then at intervals of no more than 6 months thereafter.</li> </ul>	<p>The child <b>is</b> a LAC child and this means in this case that:</p> <ul style="list-style-type: none"> <li>• An IRO must be appointed</li> <li>• A <b>LAC Care Plan</b> must be written, detailing all care arrangements, and including the views of the birth parent and the child.</li> <li>• A Short Break care Plan must be written, detailing short break provision.</li> <li>• The child’s case must be reviewed regularly (6 weekly CIC visits to child; 6 monthly LAC care plan reviews and 6 monthly social worker visits to respite provision).</li> </ul>

## Placement Plans

Once a young person starts their overnight stays, Woodview will have in place a placement plan in discussion with parents and fellow professionals that will support the young person's stay and will be reviewed in line with their legal status

- Planning and reviews of arrangements for a young person are subject to statutory time scales and requirements outlined in The Children Act 1989.
- Records of all statutory reviews and reviews of placement plans are placed on the young person's residential file.
- Each young person will have a placement plan which will set out the assessed needs of the young person, usually written by the child's keyworker. This will indicate how this plan of care is to be implemented on a day to day basis by the Woodview team. Background information is described to give context and an indication of children's starting points. Actions are clearly stated to give focus.
- The young person's key worker will monitor the Placement Plan to ensure the requirements of the plan are implemented in the day to day care of that young person. All staff input into the updating of plans and record important developments for all children during each stay.
- Individual young people, parents, social workers and other relevant people are part of a process to evaluate the content and implementation of the placement plan. Their views will be taken into account when making changes to the plan.
- All young people will know the content of their individual placement plan according to their level of understanding.
- The management of all placement plans and young people's records are subjected to Data Protection Act 1989.

## 6. Protection of Children

This is a priority for children who access Woodview and we are concerned with:

- Administration of medication
- Behavioural issues and how they will be supported
- Any prohibited contacts
- Child Protection procedures
- Risk Assessments in relation to a child's personal safety
- Equality & Diversity: cultural issues that could affect safeguarding; welfare checks; equal opportunities for accessing services.
- Reason why we restrict children's movements eg not allowing a child to leave the building unsupervised
- Being part of a monitoring process where children are supervised and assessed during every stay.
- Communicating any concerns to the wider care team.

## **Medication**

All our care staff are trained in the administration of medication to enable them to monitor and record the medication received from a G.P. Within the respite unit staff will at all times administer some simple home remedies (items brought over the counter). They will first seek permission of the person with parental responsibility before administration and will seek advice from the local health care professional. This will also be recorded and monitored.

## **Safeguarding and Anti-Bullying**

At no time will the service condone bullying and will do everything in its power to ensure that both carers and residents feel protected, safe and secure. Bullying issues, if unchallenged, can have a detrimental effect on a young person's health and well-being.

The service aims to encourage an environment where everyone has the right to live and learn in an atmosphere free of victimisation and fear. Young people must be able to build positive social relationships and bullying undermines this objective. Both Young people and carers have a responsibility to ensure the Counteracting Bullying Policy is implemented.

- Carers will actively challenge and confront bullying.
- Any incident of bullying will be responded to sensitively and appropriately
- Carers will ensure all young people's conduct is actively monitored and all unacceptable behaviours are challenged and confronted
- Children are protected from abuse, and an appropriate response is made to any allegations or suspicion of abuse.

When a member of the team becomes aware of any issues of abuse they must bring it to the immediate attention of responsible agencies. In the first instance this will be the registered on call manager, who will in turn inform EDT who will then make a decision about the next part of the process. In order to facilitate this it is imperative that all staff make themselves aware the Child Protection protocols of the Council. Additional information is located in Local Safeguarding Procedures.

All young persons will have an up-to-date risk assessment on admission. This will take into account any outdoor activities that will be provided or any other activities in which the young person may want to engage.

## **Fire Precautions**

The service maintains a Fire Log which is available for inspection and contains detailed information on fire precaution and associated emergency procedures.



- (a) Basic fire precautions include weekly testing of alarm systems, weekly (monthly for each child) fire drills, availability of fire notices situated in main corridors and regular inspections of the homes fire protection equipment.
- (b) The home has an updated fire risk assessment which is reviewed annually. Each child has a Personal Emergency Evacuation Plan (PEEP).
- (c) The home has completed an evacuation plan in case of an emergency. In the event of a serious emergency, all young people would return home. Should a child not be able to return home for any reason, then the Local Authority will seek an alternative place until the emergency is over and the child can safely return home. See Business Continuity Plan.

## **7. Children's Wishes and Feelings.**

### **Complaints Procedure**

All staff at the home are familiar with the departmental complaints procedure for young people and are aware of the importance of ensuring that young people and their families feel free to make complaints and representation over matters which concern them.

Further copies of the procedure and complaints forms are available at the unit.

Stoke-on-Trent City Council accesses the advocacy services of NYAS and this includes a representative who links with children and young people with disabilities (Sally Ferguson):

National Youth Advocacy (NYAS)  
The Dudson Centre  
Hope street  
Hanley  
Stoke on Trent  
ST1 5DD

Free phone: 0800616101  
Text: 07773334555  
[www.nyas.net](http://www.nyas.net)

Sue Thomas – Children's Champion  
Children in Care Council  
The Dudson Centre  
Hope Street  
Hanley  
Stoke on Trent  
ST1 5DD

Telephone: 01782 683071

The Children's Guide also gives children and parents the contact details for the NSPCC, OFSTED and the office of the Children's Commissioner.

A wide range of official visitors make regular visits to the Unit. These include City Councillors, Senior Managers, Regulation 44 Visitors and Social Workers. These visitors are also responsible to advocate on the child's behalf and complain when necessary.

Children are asked for their views during every stay. They are able to make a complaint with support from staff. Communication is supported and feelings are sought. They attend young person's meetings where they can say how their stays could be improved, or have input into changes within the Service eg choosing activities to purchase or décor of the Unit.

## **8. Health and Wellbeing**

- Sleeping patterns away from home
- Administration of Medication
- Health issues – food likes, dislikes or allergies, healthy eating
- Personal hygiene, going to the toilet
- Emotional wellbeing
- Any health needs in relation to disability including physical or sensory impairment or learning disability and what support will be provided.
- Equality & Diversity – e.g. menu choices; cultural foods

### **Health promotion and protection.**

At the home we recognise the need to take a holistic approach to the children's well-being.

- The needs of each young person will be met on an individual basis. It is important that, in order to meet identified needs, we work consistently with other agencies in partnership.  
Abbott Nurse trained staff on PEG feeding in April 2017 to meet the needs of one young person.
- Staff and young people will have access to information around health issues, advice for young persons around links to other services.
- We actively seek to promote health and well-being and will seek specialist advice wherever necessary e.g. community/school nurses/camhs/Abbott nurse (PEG).
- Staff will encourage young people to take some responsibility for their own health and assist them to understand the importance of good healthcare.
- All young people will have the influence over their daily menus and will be encouraged to choose healthy eating options. .
- Each child's nutrition is monitored and kept under review.

- First aid provision is available within the home and staff respond effectively in emergency situations.
- The unit has an effective medication booking system which monitors medication dosages and requires liaison with family.
- No medication is stored on the unit in between stays to ensure updated prescriptions and dosages.

## **9. Positive Relationships**

- Family contact arrangements
- Building peer friendships with fulfilling experiences
- Promotion of positive interactions with others and appropriate behaviour
- Equality & Diversity e.g. cultural, racial, religious needs; participation in Review process and review dates; life story work, memory boxes; preparation for independence

### **Behaviour Support**

- Care staff should respond positively to acceptable behaviour and will support young people to become aware when behaviours are unacceptable. There is a huge emphasis on rewards not sanctions.
- We believe that effective behaviour management is dependent on the establishment of positive relationships between carers and young people. Encouragement and praise are used extensively to promote positive behaviour.
- All measures to manage behaviour will be fair and consistently applied. They will be relevant, reasonable, timely and appropriate to the age, understanding and individual needs of the young person.
- Physical holding is only used to prevent likely injury to the person concerned or to others, or likely serious damage to property.
- Holding is not used as a punishment, a means to enforce compliance with instructions or respond to challenging behaviour which does not give rise to reasonable expectation of injury to someone or serious damage to property.
- All incidents of holding must be recorded in the appropriate page numbered safe holding log book.

## **Religious and Cultural Observations**

- (a) Religious beliefs are discussed during the admission process into the unit and each young person is positively encouraged to continue this as appropriate.
- (b) Any such consideration will be included in an individual's care plan and assistance, such as transport to services, where this is needed.
- (c) Cultural needs / observances are communicated to staff from parents / carers in order to best provide for individual child unique needs.

## **Anti-discriminatory Practice**

Children develop individual identities in relation to their personality, preferences, gender, disability, religion, racial, cultural, linguistic background or sexual orientation.

Stoke on Trent City Council has a commitment to combat racism. Racism will not be tolerated from staff, young people, their families or visitors.

- Staff challenge any racist comment and are aware they could face disciplinary action if they are involved in or encourage or allow any form of racism to go unchallenged.
- Appropriate measures of guidance, education and even sanctions would be imposed in line to combat discrimination and racism.
- Staff must recognise that racism is a form of bullying and harassment.
- Staff must actively promote anti-discriminatory practice and have a responsibility to educate the young people in their care.

Policies and Procedures are located on-line and include Child Protection, Equal Opportunities Policy, Anti-Bullying, Behaviour Management and Medication.

In addition to the identified standards of care, children's rights are further protected by Children Act (1989) and Human Rights Act (2000).

## **10. Education.**

Young people's education is the responsibility of their parents/ carers/ schools.

Woodview has close relationships with the children's schools and work jointly on developmental targets. Parents can send in homework for their child if they so wish.

## **11. Enjoyment and Achievement.**

### **Recreation**

There is a wide range of activities that can be enjoyed within the service.

These are planned in advance by the children and include:

arts and crafts, modelling, face painting, sensory relaxation, sensory play, gardening, outdoor play (including sport and trampoline), water play, baking, cookery, music, pool, story time, board games, games eg skittles, cinema or DVD nights in, walks, Wii, computer, and pantomime shows.

Woodview considers the following to be essential:

- Bedtimes – any equipment/important routines that are needed are respected and facilitated.
- Activities enjoyed are varied and include sensory activities, trampoline, swings, sports, gardening, cooking, music, stories, TV and DVD, Wii, karaoke, pool, cooking, the promotion of independence skills, arts and crafts and trips out.
- The wonderful opportunity for children with learning disabilities and complex needs to come together every month for an enjoyable weekend with their friends, in a safe and structured environment.
- The value of Informal Learning.
- The development of independence skills in every aspect of a child's stay. Targets are worked towards and these take into account parents' wishes and school's objectives for each individual child.
- Equality & Diversity is promoted by meeting every child's cultural & religious needs and by supporting their preferences and interests.
- Staff encourage children to build their confidence by recognising individual's differences and celebrating them.  
Children are given opportunities to do things for themselves, sometimes getting things wrong, then learning.  
And they are given every opportunity to succeed, learn and grow.

## 12. Review Of Statement of Purpose

Name of person completing review			
Date the SOP was previously reviewed		Date of this Review	
	Have there been any changes to the homes registration?	YES NO	<u>Details</u>
	Have there been any changes to the regulations specific to the homes SOP?	YES NO	<u>Details</u>
	Have there been any changes to the admission criteria/range	YES NO	<u>Details</u>
	Has the home met the ethos statement?	YES NO	<u>Details</u>
	Has the home supported the cultural, recreational and sporting activities requirements?	YES NO	<u>Details</u>
	Have the cultural, linguistic and religious needs of the young person been met?	YES NO	<u>Details</u>
	Has the home supported the young people to have contact with friends and family members agreed in their contact plan?	YES NO	<u>Details</u>
	Has the home consulted with young people as detailed in the SOP?	YES NO	<u>Details</u>
	Has the home worked in a way that does not discriminate?	YES NO	<u>Details</u>
	Have the children rights been adhered to?	YES NO	<u>Details</u>
	Has there been any adaptations made to the home?	YES NO	<u>Details</u>
	Have there been any incidents of bullying?	YES NO	<u>Details</u>
	Was the admission process followed for new admissions?	YES NO	<u>Details</u>
	Have any complaints received being resolved?	YES NO N/A	<u>Details</u>
	Have there been any changes to the surveillance of young people?	YES NO	<u>Details</u>
	Have there been any	YES	<u>Details</u>

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	concerns in relation to the training or implementation of MAPA?	NO	
	Have there been any changes to the Registered Provider, Responsible individual or Registered Manager?	YES NO	<u>Details</u>
	Has there been any changes to how the homes supports young people with special educational needs?	YES NO	<u>Details</u>
	Is the home meeting the health needs of young people as described in the SOP?	YES NO	<u>Details</u>
	Have there been any changes to the qualifications of staff at the home	YES NO	<u>Details</u>
	Have there being any changes to the homes structure?	YES NO	<u>Details</u>
<b>Any other relevant information in relation to the review of the SOP</b>			