

# **BRIDGEND COUNTY BOROUGH COUNCIL**

## **PANT MORFA CHILDREN'S HOME**

### **STATEMENT OF PURPOSE**

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Residential Manager  
31 Pant Morfa,  
Porthcawl  
CF36 5EN

Tel: 01656 782914

(Last reviewed January 2010)

## **Introduction to Pant Morfa Children's Home Statement of Purpose**

This Statement of Purpose provides detailed information about Pant Morfa Children's Home. It is intended for any parents or any person with parental responsibility, social workers and staff working in the Home. It provides a basis for parents and Social Workers to decide whether the service is appropriate to meet the needs of particular children and to measure the suitability and standard of the service that is provided.

Parents will be made aware of the Statement of Purpose at the time of admission of their child and will be provided with a copy on request. Alternatively, they may wish to refer to it on their visits to the home. Paper and electronic copies will be available for Social Workers at their Office base. Staff will have access to the Statement of Purpose at the Home. Children at the Home who wish to see the full document will be given a copy on request.

Pant Morfa Children's Home wishes to provide a service that meets the needs of the children placed satisfies the reasonable expectations of their parents and the expectations of the child's social worker. The Manager and staff at the home welcome both positive and critical comments from parents, social workers and children themselves, at any time, and they will use those contributions to improve the service provided. At the time of admission, parents will be shown the facilities available and be invited to comment on their suitability. At intervals, parents will be asked for their opinions on the service and facilities. At the end of placements, Pant Morfa Children's Home will ask the child, the parents and Social Workers to give their views on the child's period at the Home. Where improvements can be made immediately, the Manager and staff will ensure that happens.

The Statement of Purpose is updated on an annual basis, reflecting changes that are being made to improve the service. Specific consultation with parents and children is a very important part of the process, which will take place between January and March each year, so that a revised Statement of Purpose is in place from April 1<sup>st</sup> each year. As part of a wider consultation, parents and children will be asked for their assistance during this period to identify weaknesses in the service and help identify the improvements and changes that should be made. Other comments made throughout the year will also be considered in this exercise. Parents and children will then be informed of proposed changes and given an opportunity to give their opinion before the revised Statement of Purpose is finalised. It will be made available as described above.

Whenever parents or children are consulted feedback will be provided as early as possible.

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## **1. Aims and Objectives**

- ❑ To provide an environment that enables young persons between the ages of thirteen and seventeen, who present difficult and challenging behaviour to modify their behaviour using a number of different approaches.
- ❑ To provide an emergency service for young people and their families living in the community.
- ❑ To provide a shared care service to enable young people to continue living at home with their own families, or in their own community.
- ❑ To help young people who are unable to live with their birth families to explore living with a substitute family.
- ❑ To actively encourage young people to pursue their education and reach their full potential.
- ❑ To improve self esteem, to promote a sense of achievement and well being and to develop interpersonal skills of the individual through supportive relationships with key workers.

## **2a. Facilities and Services at Pant Morfa**

Pant Morfa is a large detached two-storey house.

FIRST FLOOR. The first floor comprises seven single bedrooms (two of which contain washing facilities). each bedroom has its own key. There are two bathrooms - one has showering facilities, with wash basin and toilet. The other has a bath, wash basin and toilet.

STAFF AREA. There are two duty rooms for sleeping in and one bathroom and toilet. Young people do not have access to these areas.

LAUNDRY ROOM. This is fully equipped for young people to be assisted to do their washing and ironing.

QUIET ROOM. This has been identified for making private telephone calls, homework, key worker sessions and review/planning meetings. It can also be used for visiting friend or relatives. It also contains a small library, as well as a computer with Internet access.

KITCHEN. Has all the requirements to enable young people to prepare and cook meals if they so wish.

LOUNGE. This is comfortably furnished and has a television, complete with DVD and video, but also reading material.

YOUNG PEOPLE'S ROOM. A room has been identified and furnished for the young people to use for leisure. It contains a TV, music centre. This room can be used for entertaining friends or relatives.

TRANSPORT. Pant Morfa has a leased MPV vehicle for outings and general transport and all staff, apart from two have been identified as drivers. There is also a reliable public bus service.

GARDEN. The garden comprises a large lawned area surrounded by a low brick wall with shrub borders. There is also a barbecue area at the rear.

DINING ROOM. This is furnished with dining table and chairs for young people to have the opportunity to eat meals together.

GENERAL OFFICE. Equipped with computer and telephones. Lockable First Aid cabinet and storage for confidential information.

CLOAKROOM. Consists of toilet and wash basin.

Pant Morfa offers a range of services to young people. The facilities offered are in line with the service provided. Young people are encouraged to use facilities in the community as part of normalisation.

The **facilities** consist of:

- A varied assortment of board and table games
- Varied selection of reading material
- Electronic games, e.g. play station
- A computer
- A minibus
- A large garden and barbecue
- A telephone for private use
- Television and video complete with DVD
- CD Player

The **services** provided are:

- Children's meetings
- Counselling
- Key working
- Advocacy and mediation
- Transport to school where needed and to visit families
- Laundry facilities
- Quality Physical Care
- Educational Support
- Work with parents
- Rehabilitation work
- Social skills development
- Self-care skills development

- Outdoor pursuits, as approved by Bridgend County Borough Council Social Services Guidelines

In addition:

#### Aftercare

The purpose is to provide advice and assistance for young people who have left residential care. The service is provided on a limited basis to young people who have recently left Pant Morfa, either to live independently, or if they have moved back to their birth families. The service is usually provided by the key worker in conjunction with the social worker and family. It is carried out on a planned basis with no time limit.

#### Respite Care

Respite care can only be provided as a service on a short-term basis, at present, when resources allow. It involves a young person coming to Pant Morfa for weekends only, or on certain days of the week. This gives the family and the young person time away from each other, so that during this period, direct work can be carried out with the family and the young person. This is a service we hope to develop further in the future.

#### Day shared care

Day care can be provided on a time limited basis where resources allow. It involves a young person coming to Pant Morfa, Monday to Friday, for a specified amount of time each day, thus giving the young person and their family support, while allowing the young person to continue to live at home with their own family, in their own community.

### **2b. Facilities and Services in the locality.**

Pant Morfa is situated in the seaside town of Porthcawl and is fully integrated within the community. The town itself is small and compact and therefore has to rely on Bridgend town for some services:

- Nine comprehensive schools
- Bridgend college
- Five swimming pools
- Recreation centre
- Ten pin bowling
- Snooker Club
- YMCA
- Gymnastics club
- Fitness centres
- Youth clubs
- Library
- Sea/Army/Air Cadets

- Beach and Coastal Area
- Bus Service
- Duty solicitor
- DASH (Drug and Alcohol Self Help)
- Citizens Advice
- General Hospital
- Ear Nose and Throat Unit
- Child and Adolescent Mental Health Clinic
- Doctors and Dental Surgeries

Pant Morfa makes use of a group surgery near the home.

Whenever practical, young people stay with their own dentists and GPs.

### **3. Name and Address of Registered Persons**

#### **Responsible Individual:**

Lindsay Harper  
 Head of Service  
 Children's Directorate  
 Safeguarding and Family Support  
 Bridgend County Borough Council  
 Sunnyside  
 Bridgend  
 CF31 4AR

Tel: 01656 642200

#### **Registered Manager:**

Irene Muir  
 Residential Manager  
 31 Pant Morfa  
 Porthcawl  
 CF36 5EN

Tel: 01656 782914

### **4. Qualifications and Experience of Registered Manager**

**Manager** – Ms. Irene Muir

- (a) Qualifications**      NVQ Assessor Award.  
    NVQ Level 4, Caring for Children  
    NVQ Level 4 Management



- (b) Experience** 31 years residential experience. First commenced employment in 1979 at Kenfig Hill Community Home. She has been employed at Pant Morfa since 1981, when she started as a casual. In 1984 accepted an 18 ½ hour contract. In 1988, she became full time and in May 1994 became one of the two Senior Residential Workers. In 2003 became Temporary Manager of Pant Morfa and was appointed Manager in 2006.

## **5. The Number, Relevant Qualifications and Experience of Persons working at Pant Morfa**

**Residential Manager** (See above)

### **Two Senior Residential Social Workers**

#### **Senior Residential Worker (1)**

- (a) Qualifications** NVQ Level 4, Caring for Children
- (b) Experience** 31 years residential experience. Started work at Pant Morfa in June 2002, having previously been employed at Ty Afon and Silverbrook.

#### **Senior Residential Worker (2)**

- (a) Qualifications** NVQ Level 4 Registered Managers Award  
Undertaking NVQ Level 4, Caring for Children  
HSE 1<sup>st</sup> Aid at work qualified
- (b) Experience** Commenced December 2008  
13 years experience working in a residential setting, with both young adults and the elderly.

### **Seven Residential Workers**

#### **Residential Worker (1)**

- (a) Qualifications** NVQ Level 3, Caring for Children  
NVQ Assessor Award
- (b) Experience** 16 years residential experience. Commenced work at Pant Morfa Community Home in 1994. She progressed to a permanent position in 1995.

#### **Residential Worker (2)**

- (a) Qualifications** NVQ Level 3, Caring for Children
- (b) Experience** 18 years residential experience.

#### **Residential Worker (3)**

- (a) Qualifications** NVQ Level 3, Caring for Children
- (b) Experience** 31 yrs residential experience. Commenced work At Preswylfa assessment and observation centre and remained there for 5 yrs. She then moved to Cartrefle Community Home and was employed there until moving on to Suffolk Place Community Home in Porthcawl. Re-deployed to her current position at Pant Morfa.

#### **Residential Worker (4)**

- (a) Qualifications** NVQ Level 3, Caring for Children
- (b) Experience** Commenced worked at Pant Morfa on 01.04.05 has 5 ½ years experience in residential work. Previously worked as a casual member of staff at Cartrefle Community Home for 18 months.

#### **Residential Worker (5)**

- (a) Qualifications** NVQ Level 3, Caring for Children
- (b) Experience** Commenced at Pant Morfa on 5.03.04 and has 6 years experience in residential work.

#### **Residential Worker (6)**

- (a) Qualifications** NVQ Level 3 Caring for Children
- (b) Experience** Commenced at Pant Morfa on 17.10.05 and has 5 ½ years experience of residential work in a child care setting. Previously worked with adults with learning disabilities.

## **Details of Annualised Hours and Casual Staff**

Additional annualised contracted hours are provided by the department for permanent staff who are ill on courses or leave.

### **Annualised Hours**

- (a) **Qualifications** M A Psycopedagogita  
Currently undertaking NVQ Level 3 Caring for Children
- (b) **Experience** Residential annualised hrs. Commenced work at 30/10/07 and is currently allocated to Pant Morfa but can work across the three units.

### **Clerk**

- (a) **Qualifications** CLAIT  
Word Processing Level 1 and 2
- (b) **Experience** Various administrative and clerical duties relating to the everyday running of the home, including payments and statistical information.

## **6. Arrangements for supervision, training and development of staff**

In accordance with the Care Standards Act 2000 the children are looked after by staff who are trained and competent to meet their needs (standard 22). To assist staff development, team consistency and competency each member of staff, including the Annualised hours/casual staff, receive regular four weekly supervision and are expected to access the Directorate's Training Programme. The supervision is carried out by the manager and senior residential workers. The manager, who in turn is supervised by their line manager, supervises senior residential workers.

The manager of the home is also supported by Accommodation Managers' meetings and Extended Managers' meetings. New staff undertake the Social Care Induction Framework and there are ongoing training plans for all staff. Training programmes are discussed with the training officer, and all staff have access to these training programmes. In accordance with BCBC policy Senior Management and Residential Workers are expected and supported to undertake further training at NVQ level 3 and 4 as commensurate to their post. NVQ qualified staff have also gone on to become NVQ assessors. All staff are encouraged to take on extra responsibilities to assist in their personal development.

In addition to this, staff meetings are held on a minimum of a monthly basis in order to help facilitate the maintenance and cohesion of the staff group as well as to exchange information and ideas. In line with Directorate Policy and Procedures the Residential Manager at Pant Morfa Community Home will also carry out annual appraisals with all staff members.

All staff, including annualised hours and casual staff are appointed within procedures consistent with the Warner recommendations.

## **7. The Organisational Structure**

The Principal Officer (Accommodation & Regulated Services) is responsible for the line management of the establishment. Statutory visits (Reg 32 Children's Homes) are undertaken by officers independent of linear management, and report directly to the Head of Service, Safeguarding & Family Support.

Pant Morfa is staffed twenty-four hours per day, seven days a week, by at least two people on a morning and afternoon shift basis. The morning shift is from 7.30am - 3.30pm and the afternoon shift is from 3.00pm - 11.00pm, thus giving half an hour for a complete handover. Two members of staff sleep in every night. If there has been a need for wakeful cover, then one member of staff sleeps in, whilst the other covers the wakeful. Wakeful cover if used would be between the hours of 11.00pm and 7.30am. In addition to the permanent staff team, annualised hours staff are employed to cover sickness, holidays and training courses. On some occasions, the unit is not staffed at all, due to the staff taking the young people out on trip. In these circumstances, the Emergency Services Team is informed of departure time and informed when they return. In the event of there being an emergency then all staff can and will be called in. However, there is no on call rota.

The establishments staffing structure is as follows: -

- Residential Manager working 37 hours per week.
- Two Senior Residential Workers, working 37 hours per week each.
- Two full time Residential Workers, working 37 hours per week each.
- Four part time Residential Workers, 1 working 29.5 hours, the others working 18.5 hours per week.
- One part time Clerk, who works 18 ½ hours per week.

There is also provision for 2 Annualised Hours who work across the Residential Service covering staff absence due to sickness, annual leave and courses.

## **8. The Range and Needs of Children Accommodated at Pant Morfa Children's Home**

Pant Morfa Children's Home is situated in the small seaside town of Porthcawl. It is a large detached house on a council estate and is in keeping with the environment. The house is approximately forty five years old and has a primary school situated in front of it, and some bungalows to the side which are occupied by senior citizens. The young people resident at Pant Morfa have been known to help the senior citizens by doing some shopping for them or taking them out in their wheelchairs.

The Home provides accommodation for 5 young people who are in need of residential care. The provision is 3 permanent placements and 2 emergency placements. The emergency placements normally provide accommodation for up to 72 hours but if necessary can be up 28 days to allow for appropriate planning to take place. During this time every effort will be made to rehabilitate the young people back to their families or find an appropriate long term placement. These young people are aged between 13 – 17 years old and are of mixed gender. A high priority is placed on effecting positive outcomes for young people by allowing them to make open and honest relationships with staff, given that their past experiences of adult relationships is usually a negative one. To counteract adverse behaviour, each young person has a care plan carefully compiled to allow him or her achievable and realistic aims and objectives. Each young person has a key worker specifically available to them to discuss issues and problems from their past and any that may arise in the future. Ultimately, the young people have to confront their problems and in doing so, are helped and encouraged to have a more positive outlook on their future.

The Home has taken on additional tasks which include outreach, aftercare and day-care. The home works with young persons who present difficult and challenging behaviour.

Where possible, Pant Morfa endeavours to rehabilitate young people back to their birth families. If this is not possible, work is undertaken to help young people settle with alternative families or move into independence. During a young person's stay at Pant Morfa they are encouraged to lead as normal a life as possible, and take part in local community life. Pant Morfa creates an atmosphere in which young people feel safe to challenge and question and make decisions of their own in a safe environment. There is considerable emphasis on affording each young person personal dignity by respecting individuals' wishes and feelings and to encourage as well as promote their well being.

## **9. Admission Policy**

Admissions should be on a planned basis except where the use of the emergency provision is made. Referrals should take into account the specific purposes of Pant Morfa and the age range specified in the Statement of Purpose. Offer of a placement will be determined by careful consideration of:

ICS INFORMATION  
ICS CARE PLAN  
PRE PLACEMENT RISK ASSESSMENT  
IMPACT ASSESSMENT

If an admission is agreed, a pre-admission planning meeting involving the parents and young person, and staff should take place where the placement plan will be agreed.

In the case of an emergency admission being agreed, the following completed forms must accompany the young person being admitted.

ICS ESSENTIAL INFORMATION  
ICS PLACEMENT PLAN

Within three days, the ICS CARE PLAN should be completed and forwarded to Pant Morfa.

**10. Strategy for Counteracting Adverse Effects when providing Accommodation for More than six children**

Pant Morfa Community Home does not provide placements for more than 5 children at a time. Consequently no strategy is required.

**11. Ethos of the Home**

- Pant Morfa will work in partnership with the young person and parents or persons with parental responsibility through a written agreement.
- Each young person will have a personal plan, based on general and specific needs and this plan will be regularly reviewed and updated.
- Young people will be treated in as normal a way as possible and be encouraged to take a full part in local community life
- Young people will be treated in such a way that ensures their racial, gender; religious and cultural needs are taken into account.
- Pant Morfa is committed to providing an environment within the unit, which promotes the young person's growth, maturation, self-respect and personal dignity.
- Pant Morfa's primary function is to look after young people who present difficult and challenging behaviour. Each young person will have an individual plan to help them modify their behaviour. A variety of approaches will be used to enable young people to:
  - Be helped to set their own limits and boundaries.

- Be faced with the consequences of their actions with maximum staff support.
- Be cared for through a programme, which attempts to modify some aspects of their behaviour where appropriate.
- Be given every support and encouragement to value and benefit from all educational opportunities.
- Be assisted to resolve issues with families and attempt successful rehabilitation home.
- Be helped to learn respect for and co-operate with others by purposeful involvement in decision making in the life of the home through children's meetings.

## **12. Arrangements for protection and promotion of Health**

On admission each young person is registered with one of the local Doctors and Dentists, unless previously registered. All young persons on admission to Pant Morfa are subject to an initial medical assessment undertaken by the looked after children's Health Visitor. The young people also have an annual statutory medical assessment and a six monthly dental check. They are provided with a well balanced diet, which takes into account their personal choices. Where appropriate, use is made of the Child & Family Adolescent Mental Health Service. The staff team at Pant Morfa are responsible for ensuring that all young people are given information and advice on general health issues, including misuse of drugs, relationships and sex education.

Current legislation states smoking is prohibited in public places, this re-enforces Bridgend County Borough Councils 'No Smoking Policy' inside their establishments. Smoking is very much discouraged and the young people that do smoke are asked to smoke away from the premises.

There are no facilities made available inside Pant Morfa for visitors or staff to smoke, in accordance with Bridgend County Borough Council's policy on smoking.

## **13. Arrangements for the promotion of Education**

Pant Morfa places great value on a good education. It is expected that all young people of school age attend school regularly. The young people are supported and encouraged to attend and participate in all school activities. Pant Morfa has a good relationship with all comprehensive schools in the area, and any problems are dealt with speedily. The department also have a Looked After Children's Education team, who are available to assist in ensuring a child's educational needs are appropriately met. The key worker plays an important role in liaising with the school concerned and they attend

parents' evenings. Young people have access to the Internet and are encouraged to complete homework in private, as well as asking staff to help and support them.

#### WITHIN THE HOME.

None, although home tuition would be accommodated on a short-term basis.

#### LOCALLY

There are nine comprehensive schools in the locality. They are – Brynteg, Bryntirion, Maesteg, Ynysawdre, Archbishop McGrath (Catholic), Ogmere, Pencoed, Porthcawl and Cynffig. There is also a college in Bridgend.

#### SPECIAL EDUCATION.

There is one school and two special units in Bridgend. Ysgol Bryn Castell caters for young people with special learning and behavioural needs. The Pupil Referral Unit in Aberkenfig and Heronsbridge Special School for young people with learning difficulties and autism.

Young people usually attend their own school if it is within travelling distance.

### **14. Arrangements to promote young peoples' participation in hobbies, recreational, sporting and cultural activities.**

At Pant Morfa, we encourage young people to maintain their involvement in any recreational or cultural activity prior to their admission to Pant Morfa. Young People are encouraged to join in all the activities that are on offer at Pant Morfa, including some that they may not have considered e.g. drama, judo or karate.

Throughout the summer, Pant Morfa has passes for the local leisure centres. In the past, passes for young people have been provided in conjunction with the local police. The majority are now applied for through the leisure centres.

All activities are carried out within Bridgend County Borough Council Outdoor Pursuits Guidelines.

### **15. Arrangements for consultation with young people about the operation of the Home**

Young people are actively encouraged to be vocal in their opinions about how Pant Morfa is run. Young peoples meetings are held at least once a month in a formal setting, however, we recognise that some young people may feel this is not a comfortable situation for them, so there are lots of opportunities for informal discussion, usually at meal times.



Young people in conjunction with the staff pick and choose the menus, which are regularly updated.

As we try to encourage young people to set their own boundaries, young people are sometimes consulted on what sanctions should be imposed on their own bad behaviour. This is usually monetary through helping around the house.

## **16. Policy on Behaviour Management and the Use of Restraint.**

Control at Pant Morfa is maintained on the basis of good personal and professional relationships between the staff and young persons in residence. It is not seen as a negative concept, but as a way of enabling the young people to develop self-control and self-discipline. When young people display behaviour that in any family or group environment would be considered unacceptable, some form of sanction may be needed. Sanctions should be contemporaneous, relevant, and above all just. They may include reparation, restitution, and curtailment of leisure extras and increased supervision.

Sanctions that will not, in any circumstances, be used are:

- Corporal Punishment.

- Deprivation of food or drink.

- Restriction or refusal of visits.

- Requirement to wear inappropriate clothing or distinctive clothing.

- The use or withholding of medication or dental treatment.

All sanctions used will be recorded with the date, name, inappropriate behaviour, sanction and date of sanction, and will be signed by the relevant member of staff and witness, who will be the Residential Manager or a Senior Residential Worker.

Physical restraint is not normally used in Pant Morfa. However, it is recognised that in certain circumstances, its use may be necessary. If there is clear evidence or a genuine belief that a young person's actions may lead to physical injury to themselves or others, physical restraint may be used. In any case of physical restraint, the minimum force necessary will be used and all cases of restraint will be formally recorded.

Acceptable sanctions are those approved by the Registered Provider.

## **17. Arrangements for Child Protection and Countering Bullying**

All members of staff are aware of Child Protection Procedures and go on numerous training courses.

Bridgend County Borough Council has, in conjunction with young people drawn up an 'Anti Bullying Policy'. This is part of the admissions process to Pant Morfa, and is signed by the young person to say that they have understood it.

The aims of the policy are:

- ❑ To ensure all staff, residents and parents have an understanding of bullying.
- ❑ To make clear to young people that bullying will not be tolerated.
- ❑ To ensure there are clear procedures for reporting bullying and that these are understood and followed.

Staff vigilance is the most potent deterrent against bullying. There needs to be open discussion about bullying and a clear statement of its unacceptability.

The following procedures will be followed in the event of bullying:

- ❑ Staff to ensure the young person being bullied is safe from any further distress/harm.
- ❑ The bullying behaviour and threats of bullying must immediately stop.
- ❑ An attempt will be made to help the bully/bullies change their behaviour.
- ❑ The bully will be encouraged to offer an apology and other appropriate consequences may take place. Whenever possible, the resident will be reconciled.
- ❑ All reports of bullying to be logged.
- ❑ Residential Manager to be informed of bullying within the establishment, in cases of serious bullying, incident forms to be completed.
- ❑ Social Worker to be informed.
- ❑ If necessary and appropriate, police to be consulted.
- ❑ Where cases of bullying cannot be dealt with within the establishment, then the case responsible social worker, parents of the bully and any other interested party should be asked to a meeting.
- ❑ In serious cases, removal of the bully from the establishment will be considered.

## **18. Procedures for dealing with unauthorised absence**

A protocol exists between the South Wales Police and the seven Local Authorities within the Force area for the management of unauthorised absences protocol. The protocol takes into account the Waterhouse Report 'Lost in Care'. The protocol has been agreed with other statutory and voluntary agencies, the aim being to provide consistency of approach by Police and agencies across the South Wales Police Force area. Children and young people must have the opportunity to feel cared for and protected at all times. As a corporate parent, the Local Authority has a duty to safeguard and promote the welfare of the child, taking appropriate action where necessary.

The South Wales Police will respond immediately to any referral made by a statutory or voluntary agency that follows the policy and procedures within the protocol.

Children and young people absent themselves for a variety of reasons, in response or reaction to their personal situations, or other contributing circumstances.

A young person under 18 years of age is absent without authority whenever they have left the placement without agreement, or failed to return at a previously agreed time. In the event of a child's absence from Pant Morfa, without authority, and using the pre placement risk assessment, and the current risk assessment (CF 6), the following categories of absence will be assigned to the situation.

#### Absent Without Authority (low level of concern)

A child may be categorised as absent without authority when

- a. The young person has left without permission or
- b. The young person has not returned at the agreed time and
- c. The whereabouts of the young person are known.

Some young people absent themselves for a short period and then return. Such young people may be testing boundaries and are not necessarily considered to be at a high level of risk. Young people who fall within the category of "absent without authority" must be the subject of continuous risk assessment whilst they remain absent. The outcome of the risk assessment that has taken place will determine the reporting to the Police. Whilst a young person's status remains absent without authority, they will not be reported as missing to the police.

During their absence, circumstances may change and staff will need to be in a position to respond accordingly and effectively. Staff at Pant Morfa will take all reasonable and practical steps to establish the whereabouts, or destination of the young person, or persons with whom they may associate. If the location of the young person is known, the staff from Pant Morfa will collect them. There may be occasions particularly if there is thought to be specific issues of safety or public order difficulties in returning a young person, when assistance from the Police may be sought.

A decision must be taken regarding the amount of time any young person may stay as "absent without authority", certainly no longer than 24 hours, after which they would be deemed as missing.

#### Missing Children (high level of concern)

A young person may be categorised as "missing", when they are absent from Pant Morfa and

- a. the young persons location is not known, and the reason for the absence is not known

And/or

- b. there is cause for concern because of their vulnerability

And/or

- c. there is potential danger to the public

And/or

- d. the child is looked after as a result of a restrictive court order.

#### ACTIONS TO BE TAKEN IN THE EVENT OF AN ABSENCE.

If a young person fails to return to Pant Morfa at the agreed time, a risk assessment is undertaken in conjunction with the Emergency Duty Team, and the young person will be either deemed absent without authority or missing. Form CF 6 will be completed at this point and parents and Police informed. Form CF 6 is a brief resume of the young persons health, history of self harm, drug/alcohol abuse, likely associates, and how often this happens and if they are likely to return. Form CF 7 is also completed with details of the agreed plan between staff at Pant Morfa and Emergency Duty Team, and the times of informing the parents and police. When the young person has returned, form CF 7a is completed with details of time of return and the young person's explanation of where they have been, and why they failed to return. Police, parents and emergency duty team are informed of their return at this point. The forms are then photocopied, one set going to Bridgend County Borough Council, and the other set put on the young person's establishment file.

If the young person is still missing after forty-eight hours the Principal Officer is informed who will decide on what further actions are necessary. Further action could entail asking the Police to use publicity. The situation is monitored and reviewed daily for as long as the young person is missing. All unauthorised absences are recorded in the child's file.

#### **19. Details of any means of surveillance used**

No means of surveillance are in use beyond that of staff supervision.

#### **20. Fire, Health and Safety Precautions and Emergency Procedure**

All young persons are familiarised with the fire exits on admission. Fire drills are held monthly and fire bells are checked weekly. Health and safety procedures are in accordance with Bridgend County Borough Council's Health & Safety Regulations. The registered manager is responsible for completing a

Safety Risk Assessment annually on the Unit; however, it is the responsibility of each staff member to have regard to their own health and safety, and that of the young people resident, at all times.

Pant Morfa is subject to an annual Fire Service Inspection, checks on fire equipment and emergency lighting.

## **21. Religious Observance**

Young people have the choice to follow their own particular beliefs. Most Christian denominations are catered for in the locality, but Hindus, Sikh, Moslems and Jews would have to travel further afield.

## **22. Contact**

Young persons are encouraged to have contact with parents, both inside and outside the Home, unless legal constraints make this impossible.

### RELATIVES OR FRIENDS

Young persons are encouraged to maintain contact with friends and relatives, although, not necessarily within the home. Undesirable friendships would be discouraged or controlled.

### APPROPRIATE ROOMS

Young persons could use the quiet room, lounge or garden, young person's room, depending on availability or suitability.

### VISITING TIMES

This is dependent on age. No friends are encouraged to visit during school time. Ideally friends and family should visit between 10.00am – 9.30pm. Length of visit would be at staff's discretion, depending on where, what and with whom.

## **23. Complaints Procedures**

The Social Services Complaints Procedure is explained to all young people on admission. A form is completed by a member of staff and signed by the young person, agreeing that the procedure has been explained to them and that they understand it.

If a complaint is made the Residential Manager and appropriate senior is informed, and the Residential Manager/Senior interviews the young person. Sometimes a complaint can be resolved informally to everyone's satisfaction.

However, if the young person wishes to pursue the matter further, the Social Worker is informed, who will ensure that the parents are made aware of the substance of the young person's complaint.

The complaint will also be referred to the Line Manager who will ensure that it is fully investigated under the terms of departmental procedures. This will entail discussion with the Complaints Officer and the Head of Service, Safeguarding & Family Support Services.

Young people can also seek independent support from Voices from Care, and the telephone number of Child Line is prominently displayed in the Home. The Tros Gynnal Advocacy Project visits the Home regularly to assist the young people when required.

A range of information in leaflet form, suitable to the needs of the young people is available in the Home.

#### **24. Arrangements for Reviews.**

Young people's care plans will be reviewed regularly, in line with Bridgend County Borough Council's Policy. The first review will be held four weeks after a young person becomes looked after. The second review will be held three months later. Subsequent reviews will be held after periods of no more than six months.

##### PURPOSE

The purpose of the reviews will be to monitor progress and review personal care plans.

##### PEOPLE WHO MAY ATTEND

All reviews should be attended by – the young person, their social worker, their family, their key worker and any other appropriate person. An Independent Chairperson from the Safeguarding and Family Support Directorate Family Division will usually chair meetings.

##### VENUE

Reviews would normally be held at Pant Morfa.

#### **25. The type of Accommodation and Sleeping Arrangements Provided**

All young people at Pant Morfa have single room occupancy. There are no formal arrangements for young people of the same sex to sleep near to each other, and under no circumstances are bedrooms shared.

**26. Details of any specific therapeutic techniques**

There are no specific therapeutic techniques used at Pant Morfa.

**27. Details of Pant Morfa Children's Home's Policy on Anti-Discriminatory Practice and Children's Rights**

Staff at Pant Morfa Children's Home strive to maintain and encourage appropriate and positive relationships based upon honesty and mutual respect with every person they have contact with. To this end anyone receiving our service is expected to treat staff and others similarly in line with professional and personal boundaries. Expectations of behaviour for both staff and children are clearly understood and negotiated by those living and working at the home, including exercising appropriate control over children in the interests of their own welfare and the protections of others.

In day to day decision making, staff demonstrate an appropriate balance between:

- Each child's wishes and preferences
- The needs of individual children
- The needs of the group of children resident at the time, and
- The protection of others (including the public) from harm.

Bridgend County Borough Council has a policy on anti-discriminatory practice. Children's rights are respected in line with the United Nations Convention on the Rights of the Child as referred to earlier. Cultural sensitivity is essential so that consideration is given to different religious beliefs and cultural traditions for different racial, ethnic and cultural groups. Staff need to guard against myths and stereotypes, both positive and negative.

Pant Morfa Children's Home has a comprehensive manual of policy and procedures which can be accessed upon request. It is continually being revised and updated as required.

**Address and Telephone Number of the Appropriate Officer for the National Assembly**

CSSIW  
South West Wales Regional Office  
Unit C, Phase 3,  
Tawe Business Village  
Phoenix Way  
Swansea Enterprise Park  
Swansea  
SA7 9LA

Tel. 01792 310420

**Address and Telephone Number for the Children's Commissioner Wales**

Children's Commissioner for Wales  
Oystermouth House,  
Charter Court,  
Phoenix Way,  
Llansamlet,  
Swansea.  
SA7 9FS

Tel: 01792 765600

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