

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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***** **COMMUNITY HOME**



STATEMENT OF PURPOSE

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This Statement of Purpose for

******* Community Home**

has been approved by the

**Responsible Individual
Colin Turner**

Signed:

Date:

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Introduction to *** Community Home Statement of Purpose**

This Statement of Purpose provides detailed information about ***** Community Home and takes into account Bridgend County Council Children & Young People's Charter (see appendix 1). It is intended for any parent or any person with parental responsibility, social workers, relevant professionals and staff working in the unit. It provides a basis for parents and social workers to decide whether the service is appropriate to meet the needs of particular children/young people and to measure the suitability and standard of the service that is provided.

Parents/carers will be made aware of the Statement of Purpose at the time of admission of their child/young person and they 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 and staff will have access to it at the home, relevant professionals will be provided with a copy on request. Children/young people at the unit who wish to see the full document will be given a copy on request.

***** Community Home will provide a service that meets the needs of the children/young people placed there, satisfies the reasonable expectations of their parents/carers and the expectations of the child's/young person's social worker. The Manager and staff at the unit welcome both positive and critical comments from parents/carers, social workers, relevant professionals and the children/ young people themselves at any time and they will use those contributions to improve the service provided. At the time of admission, parents/carers will be shown the facilities available and be invited to comment on their suitability. It is hoped that a culture of openness will continue to grow whereby parents/carers will feel comfortable in discussing their views and concerns with staff, not just in relation to their child/young person, but also to gauge their opinions on the service and facilities available. When placements come to an end, the home will ask the child/young person, the parents/carer, relevant professionals and social workers to give their views on the child's/young person's period at the home. Where improvements can be made immediately, the manager and staff will ensure this happens. Alternatively, where possible and appropriate they will be incorporated into the Annual Service Improvement Plan.

The Statement of Purpose is updated on an annual basis, reflecting changes that are being made to improve the service. Specific consultation with parents/carers and children/young people are a very important part of that process, which will take place between January and March each year, so that a revised Statement of Purpose is in place by the beginning of April each year. As part of a wider consultation, parents/carers and children/young people 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/ carers and children/young people 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/carers or children/young people are consulted feedback will be provided as early as possible.

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Appendix 1: Bridgend Children & Young People's Charter

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1. Aims and Objectives

At the Complex Needs Unit we are committed to offering a stimulating, safe caring environment that promotes a holistic approach to all aspects of the child/ young person's life.

Placements will be short to medium term depending on the children/young people's needs upto a period of 12 months. The service will be considered as one of the first options of accommodation for children/young people who display complex needs and require intensive work being undertaken to stabilise their behaviour to allow them to move on and settle into a suitable permanent or long term placement.

We aim to:

- To provide children and young people with an individualised package of support that focuses on their assessed needs.
- To offer children and young people therapeutic interventions to assist them in achieving well being.
- To assist children and young people to explore their own issues and experiences and work through any emotions and feelings which may become a bar to a stable placement and future accommodation.
- To provide appropriate levels of support that recognises, values and encourage children and young people to maintain personal skills and competencies and promote their confidence and self esteem.
- To provide a comprehensive package of educational support to promote the best possible outcomes for children and young people within their educational setting.
- To work closely with families or substitute families to ensure that when children/young people return home or go to other suitable placements, adequate support is given to both the young person and their family to ensure success.

***** Community Home will continually monitor its practice and seek to improve its service. One aspect to help achieve this is to undertake a process of evaluation at the end of each placement with the help of the child/young person, their family, the social worker and any other person deemed appropriate due to their involvement with the child/young person during the placement.

2. Facilities and Services at the ***** Community Home

***** Community Home is a large detached two-storey house.

The layout will be added when finalised

***** Community Home offers a range of services to children/young people. The facilities offered are in line with the service provided. Children/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
- Games consoles
- A computer with internet access
- A people carrier
- A large garden and barbecue
- A telephone for private use
- Television and video complete with DVD
- CD Player
- **Laundry facilities** (depending on age and ability young people are encouraged to undertake their own washing as part of developing independent skills)
- **Cooking facilities** (depending on age and ability young people are encouraged to participate in preparing meals as part of developing independent skills)

The services provided are:

- Educational Support
- Therapeutic strategies to meet need
- Work in partnership with children/young people
- Work in partnership with parents/carers
- Work in partnership with relevant professionals to assist in meeting needs
- Children's/young person's meetings
- Counselling
- Key / Link working
- Advocacy and mediation
- Transport to school where needed and to visit families
- Quality Physical Care
- Rehabilitation work
- Social skills development
- Self-care skills development
- Recreational activities, as approved by Bridgend County Borough Council Social Services Guidelines

2a. Facilities and Services in the locality.

***** Community Home 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 facilities and services throughout the authority.

There are:

- Ten comprehensive schools
- Bridgend college / Maesteg college / Pencoed college
- Five swimming pools
- 3 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

The unit makes use of a group surgery located near to the home.

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

This information will be added when finalised

3. Name and Address of Registered Persons

Responsible Individual:

Registered Manager:

4. Qualifications and Experience of Registered Manager

Manager –

(a) Qualifications

(b) Experience

5. The Number, Relevant Qualifications and Experience of Persons working at the Complex Needs Unit

Residential Manager (See above)

Four Senior Residential Workers

Senior Residential Worker (1)

(a) Qualifications

(b) Experience

Senior Residential Worker (2)

(a) Qualifications

(b) Experience

Senior Residential Worker (3)

(a) Qualifications

(b) Experience

Senior Residential Worker (4)

(a) Qualifications

(b) Experience

Six Residential Workers

Residential Worker (1)

(a) Qualifications

(b) Experience

Residential Worker (2)

(a) Qualifications

(b) Experience

Residential Worker (3)

(a) Qualifications

(b) Experience

Residential Worker (4)

(a) Qualifications

(b) Experience

Residential Worker (5)

(a) Qualifications

(b) Experience

Residential Worker (6)

(a) Qualifications

(b) Experience

Clerk

(a) Qualifications

(b) Experience

6. Arrangements for the Supervision, Training and Development of Staff

In accordance with the Care Standards Act 2000 the children/young people are looked after by staff that are trained and competent to meet their needs (Standard 22). To assist staff development, team consistency and competency each member of staff, including the casual staff, receive regular supervision and are encouraged to access the Directorate's Training Programme. 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. Supervision takes place on a monthly basis and discussion centres on:

- Children/young people
- Roles and responsibilities (e.g. Link Working)
- Work performance against objectives
- Relationships and performance of the team
- Current service issues and new priorities
- Time keeping, presentation, attitude at work
- Any skill deficiencies / training needs
- Action plans to smooth the way ahead.
- Health and Safety

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 the home will also carry out annual appraisals with all staff members.

7. The Organisational Structure of the Home

Within the Children and Families Division, the Principal Officer - Accommodation & Regulated Services is responsible for the line management of the establishment. Statutory visits are carried out on a monthly basis by an identified officer within the council, in accordance with Regulation 32 of the National Minimum Standards for Children's Homes and reported to the Head of Service – Safeguarding and Family Support

The staffing establishment totals 335 hours for childcare per week and 18.5 hours clerical support.

- 1 Residential Manager = 37 hrs
- 4 Senior Residential Workers = 148 hrs
- 6 Residential Workers = 150 hrs
- 1 Clerk = 18.5

8. The Range and Needs of Children/Young People Accommodated at *** Community Home**

***** Community 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 fifty years old and has a primary school situated in front of it and some bungalows to the side which are occupied by older people.

***** Community Home provides four placements of varying lengths upto to a period of 12 months to children/young people of either sex and in the age range 11 to 15 years (at the time of admission) who (for what ever reason) cannot live with their own immediate or extended family. It is best able to provide placements for those who are particularly vulnerable and present complex needs; it aims to work with the children/young people through an intensive approach which could include therapeutic intervention and behaviour modification. Our approach is to work in partnership with parents/carers and relevant professionals to stabilise the child/young person to prepare them for a successful move on to a more permanent or long term placement.

We have a thorough referral and admission policy to assist us to establish whether this setting is appropriate to meet the needs of the children/young people and their family. Families are encouraged to visit the home as part of an active policy to encourage the facilitation of placement choice, as well as part of the child's/young person's ongoing placement plan. Where appropriate efforts are made for the children/young people to have a successful return home to their families, otherwise families and the young person are encouraged and supported to achieve the best quality relationships and contact possible.

During a child's/young person's stay at the home, they are encouraged to lead as normal a life as possible and take part in local community life. The home 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 child/young person personal dignity by respecting individuals' wishes and feelings and to encourage as well as promote their well being.

9. Admission Policy

Being away from home for any period of time can be difficult and anxious for everyone involved. Advice on referrals for admissions is made via the Threshold of Care Panel and in consultation with the Home. Decisions are based on thorough consideration of the needs of the child/young person and a judgement on the ability of the home to meet those needs within the terms of our Statement of Purpose, and within the circumstances prevailing at the time. An impact assessment of new referrals is carried out specifically to look at the suitability of the referral in relation to the young people already accommodated. The final decision to accommodate will lay with the Manager of the home.

Admissions will be planned, meaning that the referring Social Worker will have determined the suitability of the Home, having discussed it with the child/young person and his/her parents. Pre-admission visits and discussions will have taken place and the Looked After Children (ICS) documentation will have be completed. If the home has offered a service,

there will be a clear agreement on the needs and issues to be addressed, actions to be taken, expected outcomes, time-scales and the respective roles of the participants to the Care Plan.

The referral and admission process will seek to engage the child/young person and his/her parents/carers positively and collaboratively in a partnership approach.

Children/young people and their families (where possible and appropriate) will be encouraged to visit the home prior to admission. Staff will provide visitors with verbal and written information about the service available and the expectations of the child/young person, their parents/carers and the obligations and responsibilities of staff. After an informal visit, should the Social Worker, child/ young person and/or parents/carers wish to pursue a placement; the Social Worker will provide the home with detailed documentation.

The unit will prepare and support the child/young person for discharge and move onto other identified services and the need for post discharge support will be looked at on an individual basis.

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

***** Community Home does not provide placements for more than 4 children at a time. Consequently no strategy is required.

11. Ethos of the Home

- The unit will work in partnership with the child/young person and parents or persons with parental responsibility.
- Each child/young person will have a personal plan, based on general and specific needs and this plan will be regularly reviewed and updated.
- Children/young people will be treated in as normal a way as possible and be encouraged to take a full part in local community life
- Children/young people will be treated in such a way that ensures their racial, gender; religious and cultural needs are taken into account.
- Staff will access other professional networks where available and appropriate in order to meet the child's/young person's needs as comprehensively as possible. These include Social Workers, the child's/young person's school and the Looked After Children Education Team, representatives of the Health Service and the LAC Health Visitor, Child and Adolescent Mental Health Service, at the Princess of Wales Hospital and the Youth Offending Service.
- The Home is committed to providing an environment which promotes the child's/young person's growth, maturation, self-respect and personal dignity.

- The Home's primary function is to look after children/young people who present complex needs, which may include 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 this to be achieved:
- 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 unit through children's/young people's meetings.

12. Arrangements Made to Protect and Promote the Health of the Children Accommodated at the Complex Needs Unit

***** Community Home will aim to meet the needs of the children/young people placed as assessed by the Looked After Children's Health Visitor and Community Paediatrician. Throughout the child's placement the Health Visitor continues to remain involved and consult with staff in the carrying out of individual health plans. This assistance is specialised and provides a useful resource for promoting:

- Immunisation and screening
- Nutrition and diet
- Exercise and rest
- Personal hygiene
- Sexual health
- The harmful effects of alcohol, smoking and substance misuse
- The impact of HIV/AIDS and other blood borne viruses

Staff also liaise with the Child and Adolescent Mental Health Service, supporting children/young people in clinical consultations.

Staff will endeavour to assist each young person upon admission to register with one of the local Doctor and Dentist, unless remaining registered with their own GP. All children/young persons are expected to have an annual statutory health assessment and also 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 Youth Advice Clinic. Each young person follows a health education programme, which deals with HIV/AIDS, sexually transmitted diseases, drug misuse, sex and sexuality.

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.

In accordance with Bridgend County Borough Council's policy on smoking there are no facilities made available inside the unit for visitors or staff to smoke.

13. Arrangements for the Promotion of Education of the Children Accommodated at *** Community Home.**

Each child/young person attends his or her own allocated school, within Bridgend there are ten comprehensive Schools. These are Brynteg, Bryntirion, Maesteg, Ynysawdre, Archbishop McGrath (Catholic), Ogmored, Pencoed, Porthcawl, Cynffig and Ysgol Gyfun Gymraeg Llangynwydd (Welsh), there are three Colleges one in Bridgend, Pencoed and Maesteg.

There are also specialist schools and units, which can cater for a wide variety of educational needs, e.g. Ysgol Bryn Castell caters for children with behavioural problems and learning disabilities, Pupil Referral Unit provides education for young people experiencing difficulties within main stream school and aims to work at reintegration and Heronsbridge School offers special needs education.

The Home will develop effective working relationships with the children's/young persons' schools to support their educational, emotional and social needs. This will be achieved through close liaison, regular contact – by telephone and in person, attending school meetings and teachers being invited to the home for reviews etc. Staff also supports each child's/young person's education by checking homework diaries, monitoring and encouraging progress and attending school events such as sports days, award ceremonies, parent / teacher evenings and school plays.

The Looked After Children's Education Team are able to provide individual support to the child/young person. Each young person placed at the unit receives a Personal Education Plan which details how residential staff will work with the school to contribute and implement the plan and meet the assessed needs.

The children/young people are encouraged to make use of computer software, the internet and other various books and materials, as well as being provided with private study space to complete homework. Every child/young person is expected to attend school in accordance with their school timetable.

If the child/young person is unable to attend a mainstream educational placement and alternative provision is not available then the child's/young person's basic educational needs will be met by working in conjunction with the education department to provide support from within the home.

14. Arrangements to Promote the Participation of Children in Hobbies and Recreational, Sporting and Cultural Activities.

Children/young people at the Home are actively encouraged and fully supported to continue with, or take part in suitable activities and hobbies. These may include after school clubs, local clubs such as Air Cadets, Girl Guides and Scouts, Youth Clubs, Church Community Groups, rugby and canoeing etc. The children/young people are also offered staff supervised activities e.g. cinema, leisure centres, outdoor pursuits. Parents (or individual with parental responsibility) are requested to complete an activity permission form to give consent for their child/young person to participate in an adventure activity.

The Home has its own transport so that staff can convey the children/young people as required, thus enabling them to access a range of social and recreational opportunities. We also have a range of videos, X Box games, Playstation games, board games.

In line with Bridgend County Borough Council Policy appropriate risk assessments are completed as necessary according to the activity being considered.

15. Arrangements Made for Consultation with the Children Accommodated in the Home about its Operation.

The Home endeavours to hold regular children's/young person's meetings where everybody is encouraged to take part and offer suggestions to ensure the unit remains a happy place to live. These take place on an informal and formal basis, for example a discussion may be generated around the dinner table by staff, or a child/young person could make a request for a meeting to be convened in order to address an issue of concern. We have a comprehensive policy on consultation and user participation. The Home is committed to empowering its service users and gaining and utilising views and opinions in a positive way.

As we try to encourage children/young people to set their own boundaries, they are sometimes consulted on what sanctions should be imposed on their own inappropriate behaviour.

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

Control at the Complex Needs Unit is maintained on the basis of good personal and professional relationships between the staff and the children/young people in residence. It is not seen as a negative concept, but as a way of enabling children/young people to develop self-control and self-discipline. When children/young people display behaviour, which 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. These may include reparation, restitution, curtailment of leisure activities and increased supervision. These are negotiated with the child/young person and can be renegotiated to positively encourage good behaviour where effective and appropriate.

Sanctions that will not in any circumstances be used are:

- Deprivation of food and drink

- Restriction or refusal of visits
- Requirement to wear inappropriate or distinctive clothing
- The use, or withholding of medication or dental treatment
- Confinement to a room or area within the home.

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. The Residential Manager and Senior Residential Workers oversee this process.

Physical restraint is only used as a last resort, If there is clear evidence, or genuine belief, that a child's/young person's actions may lead to physical injury to themselves or others, then physical restraint may be used in line with Bridgend County Borough Council policy guidance. In any case of physical restraint, the minimum force necessary will be used and all cases of restraint will be formally recorded.

17. Arrangements for Child Protection and Countering Bullying

The key principles on which to base work with children and families are found in the Children Act 1989 and Children Act 2004 guidance, Care Standards Act 2000 and National Minimum Standards and the UN Convention on the Rights of the Child, to which the UK is a signatory and the home fully subscribes. All children/young people deserve the opportunity to achieve their full potential. They should be enabled to:

- Be as physically and mentally healthy as possible
- Gain the maximum benefit possible from good quality educational opportunities
- Live in a safe environment and be protected from harm
- Experience emotional wellbeing
- Feel loved and valued, and be supported by a network of reliable and affectionate relationships
- Become competent in looking after themselves and coping with everyday living
- Have a positive image of themselves and a secure sense of identity, including cultural and racial identity
- Develop good inter-personal skills and confidence in social situations.

Somebody may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm such that the child /young person is impeded from experiencing and achieving one or more of the above. Staff are always vigilant to any signs of abuse whether it is expressed verbally or non-verbally, as well as responding to concerns where the child/young person is perceived as failing to thrive. Where concerns are suspected a referral is made within the framework provided by Bridgend County Borough Council and the All Wales Child Protection Procedures. To this end thorough investigations would be carried out and the child/young person would be listened to and consulted throughout as part of the process to involve and empower them.

Staff work alongside other professionals engaging in ensuring that the welfare of the child/young person is maintained as paramount.

A bullying policy has been designed with the involvement of children/young people in care. To this end the children/young people defined it as:

“Bullying is anything that hurts someone else’s feelings. It could be by punching or hitting them, but also by saying spiteful remarks or taking property or not respecting their privacy.”

Every child / young person entering residential care is expected to sign up to an anti-bullying contract where they agree to try to eliminate bullying by

1. Not tolerating it whatsoever,
2. Respecting other people for who they are, not what they are, and
3. Not ignoring it.
4. Staff are vigilant about all aspects of bullying and ultimately a child’s/young person’s placement could be jeopardised and considered unsuitable should they refuse to comply and bullying behaviour persists.

18. Procedures for dealing with unauthorised absence

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.

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/young person’s absence from the Home, 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 child/young person has left without permission or
- b. The child/young person has not returned at the agreed time and
- c. The whereabouts of the child/young person are known.

Some children/young people absent themselves for a short period and then return. Such children/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 child/young persons 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 the Home will take all reasonable and practical steps to establish the whereabouts, or destination of the child/young person, or persons with whom they may associate. If the location of the child/young person is known, the staff from the Home will collect them if safe to do so. There may be occasions particularly if there is thought to be specific issues of safety or public order difficulties in returning a child/young person, when assistance from the Police may be sought.

Missing Children (high level of concern)

A child/young person may be categorised as “missing “, when they are absent from the Complex Needs Unit and

a. the child’s/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/young person is looked after as a result of a restrictive court order.

Action to be Taken in the Event of An Absence

If a child/young person fails to return to the unit at the agreed time, a risk assessment is undertaken in conjunction with the Emergency Duty Team, and the child/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 résumé of the child/young person’s 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 the unit and Emergency Duty Team, and the times of informing the parents and police. When the young person has returned, form (CF 8) is completed with details of time of return and the child/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 copied with one set sent to Bridgend County Borough Council, and the other placed on the child/young person’s establishment file.

If the child/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 child/young person is missing. All unauthorised absences are recorded in the child's/young person's file.

19. Details of any Means of Surveillance of Children which may be used in the Home.

Children/young people are appropriately monitored by staff in line with providing a quality standard of care. These may include observations of behaviour and self-expression such as the child/young person being withdrawn or showing a change to their usual mood that evokes attention and concern.

Staff complete records on a daily basis in relation to the progress of the child/young person, with Link workers making more extensive observations as part of monthly Link worker reports.

The Youth Justice Courts are making greater use of tagging equipment as part of their response to reducing and responding to youth crime. The Home would respond to a request by the Youth Justice Service for a child/young person in residence to be tagged and cooperate in line with the joint protocol between Children's Services and the Youth Justice Service.

20. Fire Precautions and Emergency Procedures

***** Community Home has a comprehensive fire safety system which includes fire alarms, smoke detectors, fire blanket, fire extinguishers, self-closing fire-safety doors, emergency lighting and fire escapes which are located according to Fire Officer Recommendations. The equipment is regularly inspected. All children/young persons are familiarised with fire procedures and exits on admission and thereafter with monthly fire safety drills to ensure that everyone, including staff are familiar with evacuation procedures and the need for fire safety awareness and vigilance.

Fire alarms are tested weekly and emergency lighting monthly and any repairs are promptly carried out. Staff receive fire safety training on fire precautions and emergency procedures. As part of a fire prevention programme there is a strict no smoking policy in the home, all electrical items are checked and should be disconnected when not in use (particularly at night). We operate a safe storage system for all flammables and potentially dangerous liquids such as bleach, and equipment is regularly maintained. Also, for safety reasons aerosols are kept in a lockable cupboard.

21. Religious Observance

Children/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 to either Swansea or Cardiff city where there are various places of worship located.

22. Contact

Young people residing at ***** Community Home are allowed free access to their parents, both inside and outside the unit, unless legal considerations preclude this. For persons with parental responsibility the same applies as for parents. Children/young people have free access to friends and relatives although not necessarily within the unit. Undesirable friendships would be discouraged or controlled where necessary.

Children/Young people have a choice of rooms to use on visits from their friends and relatives.

Times for visiting vary with age, with older children/young people being allowed visitors until later in the evening. Agreement with the child/young person would depend on individual circumstances.

23. Complaints Procedures

The Social Services Complaints Procedure is explained to all children/young people on admission. A form is completed by a member of staff and signed by the child/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 Manager is informed, and the Residential Manager/Senior Manager interviews the child/young person. Sometimes a complaint can be resolved informally to everyone's satisfaction. However, if the child/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 child's/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.

Children/young people can also seek independent support from a number of sources, for example NSPCC, Child-line, Children's Commissioner, Voices from Care, and the telephone number of Child Line is prominently displayed in the unit. Contact details of independent supports are made available via the admission process. An independent advocate also visits the home on a monthly basis and is able to assist in the resolution of a complaint.

A range of information within the children's/young persons guide is available to assist them in dealing with and understanding any issues that may arise.

24. Arrangements for Dealing with Reviews of Placements Plan

Children/young people's plans will be reviewed regularly in line with statutory requirements. The first review will be within four weeks of a child/young person becoming looked after. The second review will be held three months later. Subsequent reviews will be held after a period of no more than six months and on an ongoing basis. Within this process our role is to assist in the completion of the consultation documents and to advocate on behalf of the

child/young person to assist with the meeting of their needs, whilst giving an informed viewpoint about the child's/young person's progress whilst placed at ***** Community Home

The purpose of the reviews will be to monitor progress and review personal care plans. Assessment and Action records are kept up to date. All reviews should be attended by:

- The young person,
- Their Social Worker,
- Their Family,
- Their Link worker
- An Independent Chairperson.
- Educational Representative
- LAC Health Visitor
- Any other relevant / appropriate person.

Independent Reviewing Officers are employed by Bridgend County Borough Council to oversee review meetings. Before their 16th birthday, young people should have an Aftercare planning meeting; this will look at the ways in which the department can assist the young person, when they leave residential care. A Pathway Plan in accordance with the Leaving Care Act will be formulated to help facilitate this.

Reviews are normally held at the home, but may be convened elsewhere if there are specific reasons to require this.

25. The Type of Accommodation and Sleeping Arrangements Provided.

***** Community Home provides a home for four children/young people at a time. There are two bedrooms for the use of staff when sleeping in and four for each of the residents.

Two members of staff provide cover on a sleep-in basis, but are available to be awoken should the need arise during the night. They are expected to finish their duties by 11 pm and recommence duties at 6.30 a.m. ready to get the children/young people up for school.

26. Details of any Specific Therapeutic Techniques used in the Unit and Arrangements for their Supervision.

Staff will use skills and techniques to achieve positive outcomes with the children/young people by receiving guidance from the local Child and Adolescent Mental Health Service where work of a 'therapeutic' nature has been discussed. These may include behaviour modification programmes, life story work, 1:1 sessions and consultations with a Mental Health Nurse. Arrangements also remain that where necessary a referral may be made to the service and further consultation by Child and Adolescent Mental Health Service clinicians are available to staff who are undertaking specific pieces of work. Staff are able to consult with clinicians from CAMHS via consultation sessions which are held at *****

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

Staff at ***** Community 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 staff and children/young people are clearly understood and negotiated by those living and working at the home, including exercising appropriate control over children/young people 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/young person's wishes and preferences
- The needs of individual children/young people
- The needs of the group of children/young people 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/young person'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.

The 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
SA& 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

Address and Telephone Number of Bridgend County Borough Council Children's Complaints Officer

Children's Complaints Officer
Social services
Sunnyside
Bridgend
CF31 4AR

Tel: 01656 642253

DRAFT



Bridgend County Children & Young People's Charter

Promoting the Rights & Responsibilities of Children and Young People

2011

This Charter is based on the United Nations Convention on the Rights of the Child (UNCRC) to promote and safeguard the rights and interests of all children and young people within Bridgend County. It provides a focus for children and young people to know about their rights and responsibilities and we will encourage its adoption by all partner agencies to meet our responsibility in promoting the UNCRC. Children and young people recognise they have responsibilities in receiving their rights and in meeting the rights of others.

This charter outlines the rights that children and young people have and the need to respect that others have the same rights.



All children and young people have the right to: Be healthy and safe

Have help and appropriate support to stay healthy;
Have a choice of services that will meet individual needs;
Live, socialise, learn and work in a safe environment, free from bullying and from being a victim of crime;
Not to be taken advantage of by others and not discriminated against in any way (racial, gender, disability, language etc).

Respecting their rights and the rights of others:

Be aware of risks that can affect their own health and well being or the health and well being of others;
Be aware of personal risks and risks to others and how to avoid them;

'UNCRC Article 6: You have the right to life. Governments should ensure that children survive and develop healthily'

'UNCRC Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them'

All children and young people have the right to: Learn and achieve

Be provided the opportunity to achieve to the best of their ability within high quality learning environments;
Have their individual learning needs met within all learning opportunities and settings.

Respecting their rights and the rights of others:

Respect other people such as friends, parents and other community members offering support;
Accept responsibility to achieve and not prevent others from achieving.

UNCRC Article 28: You have the right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. Wealthy countries should help poorer countries achieve this.



**All Children and Young People have the right to:
Have a say and make a positive contribution to the
community**

Be listened to and have views and opinions taken seriously;
Be encouraged to have a voice and have choices respected.

Respecting their rights and the rights of others:

To have your voice heard while respecting others' opinions and differences;
Treat others as you want to be treated, for example don't bully or discriminate.

UNCRC Article 12: You have the right to say what you think should happen when adults are making decisions that affect you, and to have your opinions taken into account

UNCRC Article 30: You have the right to learn and use the language and customs of your family whether these are shared by the majority of the people in the country where you live.



**All children and young people have the
right to: Participate and enjoy**

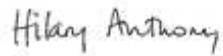
To take part in activities of choice that meet the needs of all children and young people;
Take part in activities within a safe environment such as a youth club, play area etc. ;
To take part in locally based activities;

Respecting their rights and the rights of others:

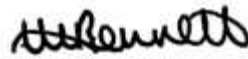
Show respect for property and those providing support and guidance;
Enable others to participate in and enjoy activities.

UNCRC Article 31: You have the right to relax, play and join in a wide range of activities.

On behalf of the partnership agencies:



Hilary Anthony, Children's Directorate BCBC



Heidi Bennett, BAVO



Vicki Franklin, ABMU Health Board



Paul James, South Wales Police



Abigail Richards, Youth Mayor, Bridgend Youth Council



Alana Davies, Chair of the CYPP



For more information about this charter and the Children & Young People's Partnership, please contact:

Children & Young People's Partnership, BCBC, 4th Floor, Sunnyside

Bridgend CF31 4AR

Tel 01656 67943 Fax 01656 642646