



Moorcroft

Specialist Children's Home

STATEMENT OF PURPOSE

January 2018

Responsible Individual: James O'Leary

Registered Care Manager: Alex Hayward

Prepared in consultation with



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Care Planning

Moorcroft

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Moorcroft is regulated by Ofsted and if you wish to contact them, the address to write to is:

Address:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231 - Children's Services and General
Enquires 60085 – for text messages
These help lines are available from 08.00 to 20.00, Monday to Friday.

Email: enquiries@ofsted.gov.uk

Introduction to the Moorcroft House

The premise is privately owned and is managed by a team of appropriately qualified managers and residential workers. The home is situated within a semi rural area however has nearby recreational facilities and easy access to local town centres

Moorcroft is a specialist residential children's home currently providing care for up to three occupants. The homes arrangement is for two staff member to sleep over at night, with a central alarm system in place to ensure the support of young person's during night hours.

The home is registered to provide care and accommodation for children with emotional and/or behavioural difficulties (EBD). The home is a specialist service.

We have experience in working with a range of young people with various complex needs, some of whom are statemented. The young people who live at the Moorcroft Home will have come from a range of settings and experiences, e.g. home, family/relatives breakdown, fostering breakdown, other residential Homes. With support, guidance and assistance, we aim to:

1. Work within the Care Plan as agreed with the Placing Authority and to rehabilitate the young person within a family environment.
2. Provide short to long term residential care placement.

The young people who come to live at this home will be offered an on-going assessment and a programme of social care, promoting education, providing a stimulating environment where young people have the opportunity to reach their potential. By providing nurturing, structured and supportive care we can enable the young people to establish equilibrium in their lives. Crystal Care Solutions exists to provide a high quality living environment for young people offering a child centred approach which is tailored to meet their individual needs.

The following Statement of Purpose follows the model shown whereby our mission and vision are translated into the actual delivery of services. Throughout this process issues of dignity, equality and individual rights used responsibly will be seen as cross-cutting elements of our delivery.



Ethos

Crystal Care Solutions are a specialist care provider with a strong history of delivering high quality Care and Support to children and young adults across the Midlands, North West and Wales. Our services include:

- Children's residential homes;
- Therapeutic placements;
- Specialist placements;
- Semi independence placements;
- Supported tenancies;
- Training and Consultancy.

Our dedicated team ensure that a young person's emotional needs and well-being are always at the centre of our practice and our specialist child or young person-centred approach consistently achieves the best possible outcomes for our service users.

Our paramount duty to a young person entering our care is to support them to feel safe. This is achieved through the provision of a stable living environment and laying the foundations of a trusting relationship with the staff team.

We believe that in order for a young person to engage with us effectively they should have an understanding of their situation, their options and the expectations upon them.

We believe that it is only fair to support individuals in a way which reflects their own aspirations and is realistic and achievable. We support the idea that young people may change their perspectives and priorities and would support them to engage with services to express their views.

Our practices acknowledge and accept that young people can make mistakes and may need to be supported to move forward.

Through a consistent and fair approach we ensure that our young people are given the praise and encouragement needed to build confidence and self-esteem. It is our view that without improved self-confidence is key to improved behaviour and motivation and that any step in the right direction should be acknowledged.

It is our hope that a nurturing and accepting environment will support young people to stabilize, to deal with past traumas and to develop the skills to live healthy happy lives.

Crystal Care Solutions work in partnership with Local Authorities and other professional organisations. We identify and address the specific needs of the young person and develop a placement plan which mirrors the aims of the young person's care plan, setting achievable targets and goals.

We at Crystal Care Solutions believe that communication is the key to effective multi agency working, in order to ensure the needs of our young people are met. As such we ensure that all

relevant professionals receive regular reports and updates ensuring a true 'team around the child' approach.

Crystal Care Solutions go the extra mile and will seek and engage any other services or professional support as required to meet the needs of the young people placed with us. We don't give up and have very low instances of placement breakdown.

Aims and Objectives

'To provide nurturing, structured and supportive care to enable young people to establish equilibrium in their lives.'

This aim will be supported through the following objectives;

To provide a style of care that minimises institutional aspects of substitute living environments.

To develop mechanisms whereby young people are fully participative in their care and educational programmes

To use child centred approaches and provide a continuity of care in the residential settings we provide.

To provide for the educational needs of young people through a combination of attendance at mainstream or specialised provision within the local area and individual tuition, determined by a Personal Education Plan.

To realistically prepare young people to integrate into a family environment, or further residential provision, and/or to equip them with the practical and emotional skills for successful independent living.

These aims and objectives are supported through:

The provision of a high standard of primary care within a stable environment as a medium within which to achieve the objectives of Care Plans of young people we look after.

A policy of equal opportunities, including the consideration of positive action to ensure equality of opportunity where young people are experiencing difficulty engaging with or accessing our service because of a protected characteristic as defined by Chapter 1 Section 4, 2010 Equality Act.

Offering a comprehensive range of activities to recognise and help fulfil the needs of the young people resident for legitimate excitement, adventure and the acquisition of developmental skills. To further promote the constructive use of leisure time through an individual activity programme

Assisting young people in developing the skills required for their safe interaction within the wider community and to assist them in establishing and developing appropriate social networks within the community.

Fully involving young people in their daily lives by their participation in a shared living experience

Providing a homely and warm environment which steers away from an institutional model of care and which facilitates the learning of basic living skills

Providing support with the recognition that young people require on-going parenting and the development of internal values as opposed to purely supplying and enforcing a set of abstract rules

Providing a medium for the development of positive relationships with adults and peers to enable the development of the individual's identity and self-esteem

Building confidence to enable the young people we look after to take on the responsibility of adult life including the acquisition of appropriate parenting skills

Providing an environment for undertaking appropriate work either inclusive or exclusive of the young people's family

Providing assistance to help young people come to terms with the fact that they are in residential care and understand their place within their near and extended family

Providing an environment that values learning and promotes further education and/or vocational training that will develop young people's skill base and subsequently enhance their life opportunities and access to employment

In order to achieve these aims and objectives a supportive partnership is established between young people and the care team. Regular informal and formal discussions and reviews are held which enable the views and opinions of the young people to be sought and thereby taken into consideration within the daily programme.

In certain circumstances external therapeutic input and assessment may be provided but only on condition that it is provided by suitable qualified and experienced practitioners with the support of independent supervision

Values

At Moorcroft we believe that:

Residential care should provide children and young people with skilled support from committed staff in a safe, caring and ordered environment. We have a responsibility to ensure that children and young people in residential care are protected from abuse and neglect and that care should form part of a range of services, which combine to meet children and young people's needs and support their families and carers.

We recruit and support staff that are carefully selected and have opportunities to develop skills and professional practice through training and supervision.

We have a number of values, which are important to the home and for the children and young people who are looked after.

- **Dignity and Respect:** recognising the value of young people, their uniqueness and their right to be treated with dignity and respect.
- **Equality:** ensuring that the services and facilities of the home are accessible and available to all. The service provided by our staff should not judge children and young people's circumstances, backgrounds and lifestyles. It should not discriminate on the grounds of race, culture, language, religious beliefs, gender, sexuality or disability. Individuality will be valued.
- **Quality:** promoting quality services which are based on agreed standards and meet legal and good practice requirements. A commitment to ensure that staff working with children and young people will do what they say they do.
- **Independence:** a commitment to provide opportunities for children and young people to think and act independently whilst ensuring their safety at all times. To include a child or young person's need for privacy.
- **Rights:** a commitment to children and young people, rights and entitlements
- **Listening:** a commitment to listen to children and young people and help them express their wishes and needs in whatever way is best suited to the individual child or young person.
- **Development and fulfilment:** recognition that young people are children first; all encouragement will be given to realise their full potential and to help children and young people achieve their hopes and ambitions and to develop their abilities in their daily lives. A commitment to ensure they have a good start in life.
- **Confidentiality:** treating all personal information in confidence

Location and Safe Area Report

Moorcroft is a 5 bed detached dwelling, situated in the Staffordshire Moorlands area of Staffordshire. The property is privately owned and is managed by a team of highly qualified managers, and residential care workers. The home is situated in a semi rural area with close access to the local town centre. Moorcroft is a Residential Children's Home that provides care for young people with Emotional and Behaviour Difficulties between the ages of 8 and 18, The home is a Specialist Therapeutic home for young people who display Harmful Sexualised Behaviour. The home can accommodate no more than 3 young people in residence at any one time.

The road where Moorcroft is situated is a main road which has direct access to various local towns and their facilities. To the rear of the home are large open plan fields. The site is not accessible due to fencing at the rear of the homes gardens.

The home comes under the policing team of the Staffordshire Constabulary.

Anti-Social Behaviour
Violence and Sexual Offences

Risk Assessments have been completed for all crimes within the area and it is judged that all the crimes and concerns raised can be adequate and effectively managed by the home.

The main issues currently identified by the local PCSO are anti social behaviour, violence and sexual offences which have been separately risk assessed and due to the young people's high supervision levels this can be well managed. Also the local PCSO has advised that there are known children's homes within the local area however none are within the immediate area of the home .

As well as strong links with the Police and other crime-prevention services such as Youth Offending, the home also boast excellent links and professional relationships with a number of therapeutic services within the local area. This has meant that the home can effectively manage the needs of young people placed at the home. Services in the area can provide support for Mental Health, Self-Harm, Alcohol and Drug Abuse, Bullying, Mental Distress, and offers on site therapy provided by Gmap.

Meetings the health needs is a vital element of the placement referral process, and fortunately Health Care provisions within the area are plentiful, and there is easy and local access to Doctors, Dentist, and opticians from Moorcroft. There are also Walk-in Medical Centres and Accident & Emergency (Within Royal Stoke University Hospital) all within 10 miles of the home. Registration at any of the medical provisions mentioned is simple and can be done on arrival of all new placements.

Education providers and provisions are also plentiful within 10 mile radius of the home. There are numerous Primary schools and infant school, including school's catering for special needs. There are secondary schools within 5 miles of the home. There are also Independent Education Providers that specialise in re-engaging young people in education who have previous been

expelled or have difficulty meeting the national curriculum. Numerous Faith schools are also available in the area including Catholic and C of E. The Education package would be decided on dependent on the needs of the young person.

Staffordshire is a very diverse area that offers a vast array of religious places of worship. Within a close proximity of the home there are Churches from each major denomination of Christianity, there are Mosques, Temples, a Synagogue, and Kingdom Hall of Jehovah. The home would be able to provide for, and meet the religious and cultural needs of, most young people placed.

The home is able to meet the needs of Young People, from all backgrounds and cultures, and encouraging involvement and integration into the local community is a primary objective. Close by the home there are numerous Youth Groups and Clubs which offer social interaction and also help promote and develop young people's hobbies and interests.

Facilities, Services, Accommodation

Moorcroft is a private home which has been adapted for use as a specialist Residential children's home. Moorcroft is a Children's Home, situated in a semi rural area in Staffordshire. It is a detached house with 5 bedrooms, 1 communal bathroom, 1 en-suite bathroom, a kitchen, lounge, downstairs toilet, office, and a garden. There is an external, detached Garage which has been adapted for use as a therapy room, with sleep in accommodation located on the first floor.

The ground floor comprises of an entrance hallway; kitchen; lounge, dining area and a WC.

On the second floor, there are two young person's bedrooms, a main bathroom and there is the homes office with en-suite and a staff sleep-in room.

On the third floor, there is a young person's bedroom with an en-suite and one staff sleep in room.

The home is well furnished and tastefully decorated throughout.

Parking facilities are available to the side and rear of the home in form of a car park, and also room for 6 cars on a private driveway.

The YP bedrooms are lockable and consist of:

A bed, A Television with DVD player, A Wardrobe and a Chest of drawers as a minimum.

The Lounge is a communal area and consists of:

A Television with Sky and two 2-seated Sofas and one armchair. A selection of DVD's are also available.

The Dining Room is a communal area and consists of:

A dining table with 4 x chairs, cupboard used to store arts and crafts activities, one 2 seated sofa. This room will also be used as a meeting room and a quiet area where the YP can study or complete homework.

The communal bathroom is lockable and consists of:

A bath with shower head, a shower, a toilet and a washbasin.

The Kitchen consists of:

A fully fitted kitchen with an oven and hob, a fridge/freezer, a Microwave, a washing machine / tumble dryer, a kettle, a toaster, all utensils and cookware that is required in a kitchen for preparing and cooking meals.

The Garden consists of:

An enclosed paved area, an enclosed grassed area, the gardens are overlooked in places but generally private.

There is a landline house telephone located in the lounge for Young People to use and to

enable contact with family, friends and professionals.

Religious Instruction and Observance

We do not prescribe to a particular religious belief but great emphasis is placed upon the importance of the individual beliefs of the young people we accommodate.

Where a young person does have religious beliefs, they are seen as fundamental to the self-identity of that individual. Their chosen belief or religion will be supported and encouraged according to the individual's needs and wishes.

Prior to and on admission the significance of religious belief in the child's life will be established and information regarding places of worship, times of worship made available. Places of worship within the local area will also be identified and support provided to access these.

Within the home, if required, time and space will be made available to children for religious observance. Staff members will also be sensitive to any dietary or dress/clothing needs in relation to beliefs.

No young person would be expected to compromise their religious observances unless there was an identified risk of harm with that observance and there was no other way of reducing that risk. The staff group is committed to the ethos of anti-discriminatory practice and will not make negative value judgements regarding the religious observance or beliefs of young people accommodated.

Equality and Diversity

Equality and Diversity for Children and Young People

We encourage children to develop respect for themselves and for others;

We deliver services that recognise and build on the strengths of children and young people from all cultures, religions, gender, age, sexual orientation, ability and backgrounds; in ways that meet their needs and help them to achieve their full potential;

Every effort is made to ensure that Homes are welcoming to all children and young people and others significant in their care and wellbeing; this effort is reflected in the communication around the Home, including: posters, information boards, displays and leaflets. In addition to this, resources used to develop work with children and young people are chosen for their suitability and anti-oppressive nature;

Children are offered opportunities to try out new experiences, which are not restricted by traditional gender options;

Staff are expected to challenge attitudes, behaviour and language that are non-inclusive and discriminatory, in a positive way;

Managers are expected to monitor the range of children and young people placed within the Home in terms of ethnicity, gender and disability. This is to ensure the service provision is reaching all and not creating barriers to certain groups.

Inclusion for Children and Young People

All children are given the opportunity to be cared for and educated. Where possible this is alongside their peers in order to develop their full potential;

Children are encouraged and supported to understand their rights and be well-informed about ways of challenging discrimination;

Home's managers are expected to identify local community resources that contribute to meeting the needs of individuals- these are highlighted and promoted and where they do not meet required needs alternatives are sought and suitably identified regardless of geographical location.

Children are cared for by staff who have been suitably trained in all aspects of equality and diversity including legislation and their responsibilities;

Home's managers ensure that assessments of the child and the families specific needs is carried out with an aim to support and develop their full potential;

Home's managers are expected to examine ways in which diversity can be valued and activities adapted to meet the Individual child's needs including food preparation and menu choices;

Staff are expected to acknowledge the importance of maintaining a link between the child's home and the Children's Home in meeting the individual's need;

Staff are expected to offer appropriate support to aid inclusion and ensure that the children and young people can fully participate in the Home's activities. If necessary seek additional support in order to do this;

Additional support is offered to staff and/or Children who are finding difficulty in understanding diverse or complex situations.

Complaints

Young people, parents, carers and advocates have legitimate rights to express concern or make complaints. We will always respond to complaints.

All complaints are taken seriously. If young people are unhappy in any way at all, they are encouraged to let staff know straight away. Irrespective of the roots of the child's feeling we do not want unhappiness to fester. Should any complaint reveal any issue for which other procedures exist, (eg Child Protection) then it will be dealt with under those procedures rather than as a complaint.

For young people, as part of our child admissions arrangements we issue a personal copy of our Children's Guide which, in a child-friendly way explains the complaints procedure. Staff will ascertain whether a young person requires assistance to complain and support young people in the necessary and appropriate manner.

All complaints are referred to the Registered Manager. Irrespective of any Crystal Care Solutions internal procedure the child can involve their Social Worker and external agencies, Childline, Ofsted, Children's Commissioner, the Independent Person.

Our policy outlines the procedures to be followed in all complaints. First it specifies how people can complain then it involves informal and formal stages depending on the nature of complaint. Short timescales are attached to each stage to ensure that things do not drag on and that complainants have the confidence they have been listened to and that action has been taken. We will always inform the complainant how things have been resolved.

The Registered Manager daily monitors any complaints or concerns and formally reviews everything on a monthly basis. The Independent Person monitors on a monthly basis any complaints received and how they have been dealt with. If necessary the most senior members of Crystal Care Solutions, including Directors will involve themselves in a complaint to ensure that it is dealt with properly and that complainants know what has been done.

The Registered Manager will supply to Ofsted, at its request, a statement containing a summary of any complaints made during the preceding twelve months and the action that was taken.

The Registered Manager must take all reasonable steps to ensure that children feel comfortable with the making of comments or complaints, they are enabled to make a complaint or representation and are free from reprisals if they choose to do so. Young People are advised that they may ask someone else to make the complaint on their behalf. They will also be given information and contacts details of Advocates they may contact, who may make complaints or advocate of their behalf or assist them in doing so. Complaints Forms are readily available to the young people within their Key Worker Files and are offered after all incidents, especially those involving physical intervention.

A copy of the Complaints Policy and Procedure is available to view online at http://www.proceduresonline.com/crystalcare/chapters/p_representations.html

Telephone numbers of Childline, Ofsted, Children's Rights

Commissioner and the NSPCC are displayed in a prominent position in the Home. Each young person has a right to make a complaint directly to **Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD 0300 123 1231**

Child Protection and Bullying

Moorcroft is committed at every level to safeguarding generally, and child protection in particular, in order to promote young people's welfare. We take seriously our duty to protect every young person from abuse and maltreatment and to prevent impairment of health or development.

All concerns of a Child Protection nature will be referred by the Registered Manager/Designated Child Protection Officer to the Local Authority. In any circumstances where Safeguarding procedures are undertaken, the young person's social services and parents will be kept closely involved and informed as required by Working Together to Safeguard Young People

All staff receive regular training together with support and guidance in safeguarding and promoting young people's welfare. On placement a comprehensive risk assessment is undertaken which covers all areas of safeguarding. This risk assessment is reviewed at regular intervals or immediately if the need arises. All children and young people have a right to feel confident that this is a safe and healthy environment.

We want to ensure that all children, young people and staff remain safe from bullying behaviour and have the opportunity to thrive and prosper, emotionally and socially within and outside the Home.

When bullying is encountered we will ensure that the procedures are in place to allow:

Reporting of the incident;

Having incidents of bullying properly recorded;

Having concerns or incidents of bullying properly monitored;

Ensuring appropriate action is taken in response to incidents of bullying and that is followed up.

This will ensure that people feel listened to and understand that their concerns have been and will be taken seriously.

Within the home a culture of respect and dignity is agreed and promoted amongst the staff, children, and any visitors into the home and a set of shared standards of what behaviour and language is acceptable across the home will be advocated.

Staff and children will receive guidance and training that encourages an understanding and appreciation of what bullying is and how it impacts on self and others. Our Child Protection Policy and Countering Bullying Policy is available on request and underlines our

commitment to inter agency working. This can also be viewed by accessing our online Policies and Procedures Manual at;

www.proceduresonline.com/crystalcare

Young Person Engagement

The home actively involves young people in the day to day running of the home and its development as a service.

The home adopts several forums for young people to voice their concerns or raise issues generally about the care that is provided for them. As we provide a public function, we recognise our duty to consult with and involve young people in the planning and delivery of our services.

To meet this duty the home actively involves young people in the day to day running of the home, and the development of Crystal Care Solutions in a more general context. Young people are involved in the recruitment process and attend 'young people's meetings'. We operate our service in a transparent way and invite those who use our service to comment and contribute through these meetings and through less formal discussion with the manager and proprietor. Feedback received from young people and their families is used when designing or developing policy and service.

At an individual level the provision of a consistent staff team and key worker supports the young person to form relationships in which they can make honest comments and express their views freely. Staff will always treat these views with importance, and support the young person to raise any concerns, or raise concerns on their behalf. The young person is proactively involved in direct consultation regarding their feelings towards the placement.

Young people are provided with opportunities to be involved in the drafting and reviewing of Placement Plans, they are encouraged to attend Placement and Looked After Children Reviews and be involved in or consulted about key decisions made in the home.

The Proprietor or designated independent inspector, who undertakes our Regulation 44 visits, meets the young people every month where possible to obtain their views, thoughts, opinions or concerns.

Crystal Care Solutions have contracted a bi-lingual (English/Welsh) independent advocacy service to be available for young people should they wish to discuss issues with someone external to the home and the company. The advocacy service provide young people with an initial visit and introduction. The service ensures that issues raised by Young People are referred on to relevant Placing Authorities and services and will monitor the outcome obtained by the young person.

Young people are provided with information about the service and contact details so that they may engage them independently. The young person will direct the advocacy service as to how and if they would like issues addressed.

Moorcroft adopts a Child-Centred Approach and they are heavily involved in not only their own care plans but in the development of the Moorcroft Home. Young People have input on the decor, the furnishings, the rules and the running of the home in order to improve their service provided.

Anti-Discriminatory Practice

The Manager and staff team of the home believe strongly that an anti-discriminatory approach to their practice and equality of opportunity for young people accommodated are fundamental to good practice. Our staff are guided by the principles set out in the Equality Act 2010. To this end the home will work within all policies, procedures and guidelines laid down by Crystal Care Solutions with regard to equality of opportunity and anti-discriminatory practice.

Through training and development we will raise awareness of all forms of discrimination and the duties incumbent on employees to adhere to equality legislation. No one should face discrimination Harassment or victimisation at the home as a result of disability, gender reassignment, pregnancy, race, religion or belief, sex or sexual orientation. Our staff, through their day to day work, seek to eliminate harassment and discrimination, actively encourage the advancement of equality of opportunity, and foster good relations with those who have a protected characteristic. No one should face discrimination at the home as a result of their colour, race, culture, gender, language, and sexual orientation, disability or other characteristics.

Children's rights

You have the **right** to be treated with **respect**.

You have the **right** to be responsible for **yourself** and **your** own actions, and to **respect** the **rights** of **others**.

You have the **right** to make mistakes.

You have the **right** to **privacy** and **personal space**.

You have the **right** to education.

You have the **right** to a **safe** and **secure** environment.

You have the **right** to ask for information and advice.

You have the **right** to be **listened** to and be taken seriously.

There is an organisation called **Ofsted** who make sure that homes like ours operate correctly. Postal address is, Ofsted, Piccadilly Gate, Store street, Manchester, M1 2WD. You can contact them on: **03001231231 anytime**

Other agencies you can contact are listed below:

- ChildLine: **0800 1111**
- Assist advocacy: **01782 845 584**
- Language line: **020750 1430**
- Who Cares Helpline: **0500 564570**

- Cruse bereavement care (Young peoples support line): **0808 808 1677**
- Connexions: **080 800 13 2 19 or**
- Text Connexions Direct: **07766 4 13 2 19**
- NHS Direct: **0845 4647**
- Younger mind: www.youngminds.org.uk/contact
- Samaritans: **08457909090**
- Youth matters: **0800 107 7057**

You have the '**right**' to know your '**rights**'. The Children's Commissioner is **Anne Longfield OBE**, website address is <http://www.childrenscommissioner.gov.uk>. The postal address is: The Office of the Children's Commissioner Sanctuary Buildings 20 Great Smith Street London SW1P 3BT

Tel: 020 7783 8330

Email: info.request@childrenscommissioner.gsi.gov.uk

Education Promotion

Education is essential for intellectual, social, emotional and physical development and can be a stable factor in a young person's life. Education nurtures self-esteem; confidence and resilience and enables integration, future choices and independence.

The staff and management team believe that young people should be provided with a level of educational opportunity that allows them to develop to the best of their abilities and enable them to attain the highest level of academic achievement they can.

The home will provide suitable facilities for home study, materials to support young people's education and offer support up to the level of their own academic ability.

We will provide links with schools and other education providers and encourage the involvement of vocational and work experience.

We will work collaboratively with the Placing Authority and Local Educational Authority in developing and maintaining the Personal Education Plans, this includes young people with a statement of educational needs (SEN) with a view to one of the following options being available for the provision of education:

Local Mainstream Provision

Local or Regional Special Educational Provision

Individual Tutoring

Specialist small group education provision

Modern Apprenticeship / work based learning

For young people who have completed their statutory education, individual full or part time tuition, access to further educational establishments and vocational training can be provided.

At Moorcroft we:

Believe that all young people are of equal value and should be given equality of opportunity and access to resources, regardless of their sex, race, religion, ability or background.

Endeavour to ensure that our young people gain maximum life chance benefits from educational opportunities by helping them to achieve more at school.

Ensure that this home provides an environment and culture that value education and learning and that adult support and model this.

Endeavour to develop the emotional, physical, spiritual, social and intellectual growth of its pupils and to encourage and assist them in overcoming their difficulties

for their individual benefit and for the benefit of society.

Aim to provide a parenting environment that helps promote learning and achievement that spreads throughout the day involving young people.

Where applicable endeavour to reintegrate all young people into mainstream education wherever possible, or failing that to facilitate their reintegration into society by the provision of appropriate experiences and support.

Provide the opportunity for all young people to reach their full potential through the National Curriculum in line with all up to date recommendations and the provision of relevant work experiences and post under 18 courses.

Strive to improve the quality of both school and home life, staff and resources by a policy of on-going self-appraisal and by providing opportunities for staff to expand and develop their own skills and knowledge.

Ensure that all key workers are actively involved in supporting the young person's attendance and educational achievement.

Ensure attendance at all relevant school meetings, such as parents evenings, PEP meeting, exclusion meetings.

Ensure that we have quality educational resources within the Home.

Liaise with appropriate professionals within the Education Department where there are particular issues with a pupil's attendance and educational progress.

Encourage Key Workers to liaise closely with the Designated Teacher/Class Teacher and actively support the child's/young person's progress.

Ask Key Workers to contribute to and to become fully involved in educational meetings to inform the PEP plan and Care Plan and reviews.

Ensure the young person's learning at school is followed up and supported at home.

We support the young person's participation and achievement in SATs, GCSEs, Vocational courses and other qualifications.

Ensure the child/young person is up and ready for school on time, with all necessary resources.

Ensure (where applicable) the child/young person has a clean, full school uniform.

Ensure regular attendance where possible and actively contribute to the culture

Respond appropriately to fixed-term exclusions, by ensuring that adequate and suitable work is provided for young people.

In Staffordshire, schools provide a wide range of extra support for children with special educational needs. This is matched to their level of difficulty. Most children's needs will be met by their school, through a range of interventions known as School Action and School Action Plus. This is called the graduated approach.

This 'graduated approach' is described in more detail in the Special Educational Needs Code of Practice. This is a guide for schools and local educational authorities and provides information about how they help children with special educational needs. By law, the guidance

in the code of practice should not be ignored

Facilities at Moorcroft

Each young person has access to facilities that will enable them to do their school homework. Each young person has space within their bedrooms dedicated to school work, each have a desk and provided with stationary and required workbooks/notebooks. Young people can also access information from the staff team when possible. Staff would endeavour to obtain relevant up to date information to enable the young person to do their schoolwork.

Recreational, Sporting and Cultural Activities

The home is fully committed to the perspective of social inclusion.

To this end we will actively support young people in their particular interests both at the home and in the wider community. Where young people are admitted with little or no previous involvement in activities, a varied program will be constructed that exposes them to a range of diverse activities that are both challenging and educational. The programme will provide opportunities for the acquisition of skills, knowledge and excitement. From these “taster activities” young people will be encouraged and supported to make choices as to which if any areas they wish to pursue on an on-going basis.

We will support young people to foster good relations with their communities and in particular, for individuals with protected characteristics we will promote equality of opportunity.

We encourage young people to participate in physical exercise and choose activities that they will enjoy doing. We appreciate that all young people have different individual needs with different skills, experience and abilities thus will have varying likes and dislikes. We will attempt to help young people meet these needs in an age appropriate way.

Cinema	Ten pin bowling	Alton Towers
Ice skating	Laser Quest	Movies
Alton Towers		Shopping
Dry Slope skiing	Computer games	Cycling, Walking
Theatre	Football Clubs	Cricket Clubs
Youth Clubs	Horse Riding	Outdoor Pursuits
Racquet Sports	Snooker/Pool Clubs	
Paintballing		

The home values the self-esteem of young people and will actively celebrate religious, cultural and special occasions. Young people are encouraged to celebrate and participate in religious observance, e.g. Ramadan, Eid, Divali, Christmas, Birthdays and other religious festivals. The weekly menus also reflect the specific religious celebrations.

Moorcroft aims form and maintain strong links with local sports teams and endeavour to support and integrate young people successfully into these teams. Positive relationships are hoping to be formed through this, and this will aid the young people with their social development and self-esteem.

Each month Moorcroft arranges a group activity for both young people and staff to engage. As well as encouraging recreational activity, this strengthens relationships and ‘bonds’ within the

home and it helps give the young people a sense of belonging.

Health Promotion and Protection

The health of young people accommodated is of the utmost importance. Young People are encouraged and taught to develop the knowledge, skills, attitudes and values to care for their own Health and Wellbeing. We will actively encourage young people to monitor their own health by way of a regular programme of healthcare checks with their GP, Dentist and Optician.

On admission there will be an undertaking to ensure registration or confirmation of previous registration of GP, dentist and opticians. If possible, we will make arrangements for young people to maintain registration with their own medical practitioners.

Any appointments made in respect of a child's health will be discussed with the parent(s) or those with parental responsibility. Where the Placement Plan deems it appropriate, parent(s) or those with parental responsibility are to be invited to accompany young people to appointments.

If a young person were to become chronically sick or disabled whilst placed at the Moorcroft, we would aim to make provisions for their continued accommodation through the consideration of additional registration, adjustments to the physical environment and additional staff training. Where it is not possible to continue the placement we would make every effort to ensure a smooth transition of the young person to another, more appropriate service.

All Moorcroft staff are trained in First Aid and also in the Safe Handling and Administration of Medication. First aid boxes are available within the home to treat minor injuries. Staff are instructed to make immediate use of the GP surgery and the emergency services at the local hospital in the case or suspicion of more serious injuries. Travel First Aid Bags are also available for taking on activities or day trips.

Medication and home remedies will only be made available to young people if prescribed or approved by a medical practitioner. All drugs and medicines are to be kept in a locked cabinet and a precise record of their use is made. Young people will only be allowed to administer prescribed drugs and medicines themselves with the permission of the Registered Manager who will, in turn, agree this course of action with the GP and the placing authority.

Arrangements are put in place to monitor, and if appropriate restrict, the use of household substances that may be harmful e.g. Bleach, Disinfectant, Aerosols etc in keeping with COSHH and other relevant standards.

A programme of Health Education will be provided for young people as part of their on-going care and educational plan. This will involve both internal and external inputs. Particular features of this programme will be HIV awareness, sex education, smoking, alcohol, drugs, and healthy eating and exercise. Moorcroft follows the Food Safety Standards, 'Eat-Well Plate' and also encourage young people to prepare meals using the Department of Health's 'Be Food Smart' Meal Planner. Healthy eating is promoted within the home.

Therapeutic Services

Therapeutic Services

Moorcroft operates in partnership with G-Map Services. G-Map provide specialist therapeutic services which address sexually harmful behaviour in young people from sexually harmful backgrounds using the Good Lives Model.

G-Map therapists:

Service Manager

Julie Morgan, BSc, MA Social Work, PGCert SW, CQSW

Julie trained as a Probation Officer and also worked with a Health Service in the North West developing a new community service working with young people with a learning disability who have sexually inappropriate behaviour. The project operated in a multi-agency framework delivering both specialist residential and therapeutic provision for young people with learning disabilities in the community. Julie was seconded part-time to **G-map** in 1997 and became the first full time member of staff at **G-map** in 1998, becoming a Clinical Manager in 2003 and Service Manager in 2005.

Deputy Service Manager

Laura Wylie, BA (Hons.) Psychology, MSc Forensic Psychology

Before joining **G-map** in January 2009, Laura spent 10 years working and conducting research across a range of forensic settings. This included providing psychological services to adolescents with emotional and behavioural difficulties in a secure care setting, and more recently for adult sex offenders in the Scottish Prison Service. Laura also worked with victims of sexualised violence and conducted a process evaluation of a community-based treatment programme for adolescents with sexually harmful behaviour

Dr. Helen Griffin, BA (Hons), PA Dip, NVQ4, Foren.Psy.D., CPsychol

Helen is a Senior Practitioner and the Head of Research with **G-map**. She is a Chartered Forensic Psychologist and member of the Division of Forensic Psychology. Helen is one of the authors of the AIM2 assessment tool for use with young people who display sexually harmful behaviour. Prior to joining **G-map** in January 2006, Helen's work experience included working with socially excluded young people and youth work. Helen also has a background in research and has completed work for the Youth Justice Board, Youth Justice Trust and **G-map**.

Philip Kerr, BA (Hons) Applied Community Studies, MA Social Work, VQ3 Community Criminal Justice, HCPC regd.

Phil is a Senior Practitioner and a qualified Social Worker. He has 10 years experience in the field of Public Protection, Domestic Violence and Child Protection gained over a career in Probation Services prior to joining **G-map** in 2014. Phil is one of the founding members of the Multi-disciplinary Domestic Violence Professionals Network (MDDVP) and winner of the 2013 Manchester Business School Prize for Social Enterprise. Phil has worked as a therapist helping parents address child care concerns as part of a national programme funded by the Department for Education on behalf of Family Action and the Tavistock Centre for Couples Relationships in London.

Therapists Supervision

G-Map managers provide regular individual supervision to all clinical staff, as well as clinical co-work supervision in each case. G-Map also receives external consultancy from Dr Dawn Fisher and Dr James Bickley on all cases during the initial phase of assessment and intervention and, at specific intervals in a young person's programme of work.

Good Lives Overview

The Good Lives Model (GLM) is a framework of offender rehabilitation which, given its holistic nature, addresses the limitations of the traditional risk management approach. The GLM has been adopted as a grounding theoretical framework by several sex offender treatment programmes internationally and is now being applied successfully in a case management setting for offenders.

The GLM is a strengths-based approach to offender rehabilitation, and is therefore premised on the idea that we need to build capabilities and strengths in people, in order to reduce their risk of reoffending. According to the GLM, people offend because they are attempting to secure some kind of valued outcome in their life. As such, offending is essentially the product of a desire for something that is inherently human and normal. Unfortunately, the desire or goal manifests itself in harmful and antisocial behaviours, due to a range of deficits and weaknesses within the offender and his environment. Essentially, these deficits prevent the offender from securing his desired ends in pro-social and sustainable ways, thus requiring that he resort to inappropriate and damaging means, that is, offending behaviour.

The GLM is a strength-based rehabilitation framework that is responsive to offenders' particular interests, abilities, and aspirations. It also directs practitioners to explicitly construct intervention plans that help offenders acquire the capabilities to achieve things and outcomes that are personally meaningful to them. It assumes that all individuals have similar aspirations and needs and that one of the primary responsibilities of parents, teachers, and the broader community is to help each of us acquire the tools required to make our own way in the world. Criminal behaviour results when individuals lack the internal and external resources necessary to satisfy their values using pro-social means. In other words, criminal behaviour represents a maladaptive attempt to meet life values (Ward and Stewart, 2003). Rehabilitation endeavours should therefore equip offenders with the knowledge, skills, opportunities, and resources necessary to satisfy their life values in ways that don't harm others. Inherent in its focus on an offender's life values, the GLM places a strong emphasis on offender agency. That is, offenders, like the rest of us, actively seek to satisfy their life values through whatever means available to them. The GLM's dual attention to an offender's internal values and life priorities and external factors such as resources and opportunities give it practical utility in desistance-oriented interventions.

The GLM is a theory of offender rehabilitation that contains three hierarchical sets of conceptual underpinnings: general ideas concerning the aims of rehabilitation, aetiological underpinnings that account for the onset and maintenance of offending, and practical implications arising from the rehabilitation aims and aetiological positioning.

The home measures the effectiveness of its approach to health care and therapy by regular meetings with G-Map. In addition to this internal monitoring measures are completed, this includes regular key work sessions, young people's meetings, managers monthly audits (regulation 45) and the 'outcome monitoring table'. This information is stored within the home and can be accessed by the relevant bodies.

Electronic Surveillance

Door Alarms

The home is equipped with door alarms to young persons' bedrooms. Due to the home being a specialist provision for young men who display sexually harmful behaviour, this is deemed necessary to safeguard all young people placed in the home, particularly during the evening and overnight. The bedroom door alarms will be disabled when not required.

Prior to young people being placed, consent for the use of bedroom door alarms will be sought from the young persons' placing authority (and where the young person is accommodated – Section 20, consent will be sought from parents).

The procedure for use of bedroom door alarms for each young person will be included in their placement plan and a risk assessment will also be implemented, detailing the use of such alarms.

The front door of the home also has a chime so that staff are aware of when other staff, young people and visitors are entering and exiting the premises.

Behaviour Management

Our goal is to support young people to reduce inappropriate, damaging and destructive behaviour, and to develop healthy and socially acceptable behaviour. We use a range of proven methods and techniques to achieve this.

Setting reasonable and achievable expectations with the young person's involvement and understanding

Acknowledging and rewarding positive behaviour

Procedures and individual programmes designed to encourage, promote and celebrate achievement.

Provide encouragement and support to recognize difficult and unacceptable behavior, and to respond proportionately

To allow for mistakes and give opportunities for moving forward

Use of sanctions:

Any sanctions are agreed upon admission following a period of assessment (typically 28 days) and incorporated into the Placement Plan. Appropriate sanctions may be revised by the management of the home in response to specific behavioural issues as circumstances change or as necessary. In every event the Placing Authority will be kept updated.

They are implemented only when it is proportionate, appropriate and where the use of the sanction is likely to achieve an identified outcome.

The sanction implemented will be the least restrictive possible to achieve the identified outcome.

Sanctions are recorded and signed off by the Registered Manager in accordance with Children's Homes Regulations 2015.

Use of non-violent physical crisis intervention:

All staff are trained by an accredited and qualified trainer.

All staff undertake behaviour management training prior to commencement of work within the home and hold a recognised qualification in non-violent physical intervention.

Physical intervention and restraint are used in extreme circumstances, where it has been identified as the only means and least restrictive option available to ensure the safety of, and minimise the risk of injury to the young person and/ or others, or where there is a risk of significant damage to property.

Incidents of non-violent physical intervention are always followed by de-briefing opportunity whereby the young person is encouraged to talk about the incident, the triggers and the staff responses. This model, known as therapeutic rapport, is proven to reduce any possible trauma experienced by a young person during a restraint or intervention and allows for a learning process around self-control and personal safety. This helps to assess staff competency of using approved physical intervention, in addition to supervision, regulation 44 and 45 inspections/monitoring. Staff undertake a refresher course a minimum of every 12 months.

All incidents of use of restraint or physical intervention are recorded in accordance with Children's Homes Regulations 2015 and Quality Care Standards.

Social workers are informed and that young people, staff and others have the opportunity to talk through and learn from their experiences.

The young person is provided with an opportunity to see a medical practitioner and make comments or complaints following the use of physical intervention or restraint.

Behaviour Support Plans

As part of the assessment and planning process for all children, Behaviour Support Plans based on CPI models are devised for each young person residing at Moorcroft.

The Behaviour Support Plan will be different for each child, depending on the child's background and needs. However, it is expected that any behaviours which give rise to concern about the following will result in a Behaviour Management Plan; for example:

- a. Absenting behaviour;
- b. Anxiety or withdrawal;
- c. Bullying or other similar behaviours;
- d. Challenging behaviour;
- e. Drug or substance misuse;
- f. Lack of awareness of person safety;
- g. Offending or offensive behaviour;
- h. Sexual Exploitation;
- i. Self harming behaviour;
- j. Sexually exploitative or inappropriate sexual behaviour;
- k. Violence or aggressive behaviour.

Behaviour Support Plans summarise the young person's behaviours that cause concern, and highlight the strategies adopted by the Staffing team to effectively manage these concerns. The young person is encouraged to be involved in creating and reviewing their own support plans to help them to understand and recognise their behaviours as well as having their say on how Staff can deal with incidents of challenging behaviour.

Unauthorised Absence Or Missing From Care

Our goal at Moorcroft is to support and advise each young person to them understand the risks and dangers involved with becoming absent from the home, and to advise each young person of how to seek help should they run away from the home.

Moorcroft has in place Missing from care protocols which will be tailored to each young person who resides at the home, which is compiled with guidance and reference from relevant protocols and legislation such as '*Statutory guidance on children who run away or go missing from home or care*', '*Local Authorities, Joint protocol on children who run away or go missing from home or care*' etc, which will ensure that the home's procedure take into account the views of appropriate local services and have regard to police and local authority protocols for responding to missing person's incidents in the area where the home is located.

Where there is a possibility of a young person who resides at Moorcroft will run away or go missing from the placement, the home will consult with the placing authority to introduce and include strategies to minimise the risk within the young person's care plan.

Incidents of absence or missing from the home are always followed by de-briefing opportunity whereby the young person is encouraged to talk about the incident, the triggers and the staff responses. This will allow for a learning process around self-control and personal safety.

All incidents of absence or missing from the home are recorded in accordance with Children's Homes Regulations 2015 and Quality Care Standards.

Social workers are informed and that young people, staff and others have the opportunity to talk through and learn from their experiences.

Upon the young person returning to the home following absence of missing from the home, Moorcroft staffing team will ensure that the young person is provided with food, drink and warmth, and will ensure that the young person is offered medical attention, should this be required and opportunity to discuss any issues or concerns.

If a young person who resides at the Moorcroft persistently runs away or engages in other risky behaviours, such as frequently being absent from the home to meet with inappropriate adults, the home will consult with the child's placing authority to convene a risk management meeting to develop strategies for managing risks to the young person. The strategy should be agreed between the home, the placing authority, the local authority where the home is located and the local police.

Child Sexual Exploitation

The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas ... It robs children of their childhood and can have a serious long-term impact on every aspect of their lives, health and education. It damages the lives of families and carers and can lead to family break-ups. Children who are sexually exploited are the victims of sexual abuse and should be safeguarded from further harm. Sexually exploited children should not be regarded as criminals and the primary law enforcement response must be directed at perpetrators who groom children for sexual exploitation. (p 4)

Any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances. This includes boys and young men as well as girls and young women. However, some groups are particularly vulnerable. These include children and young people who have a history of running away or of going missing from home, those with special needs, those in and leaving residential and foster care, migrant children, unaccompanied asylum seeking children, children who have disengaged from education and children who are abusing drugs and alcohol, and those involved in gangs (p 17). (Safeguarding Children and Young people from Sexual Exploitation, 2009)

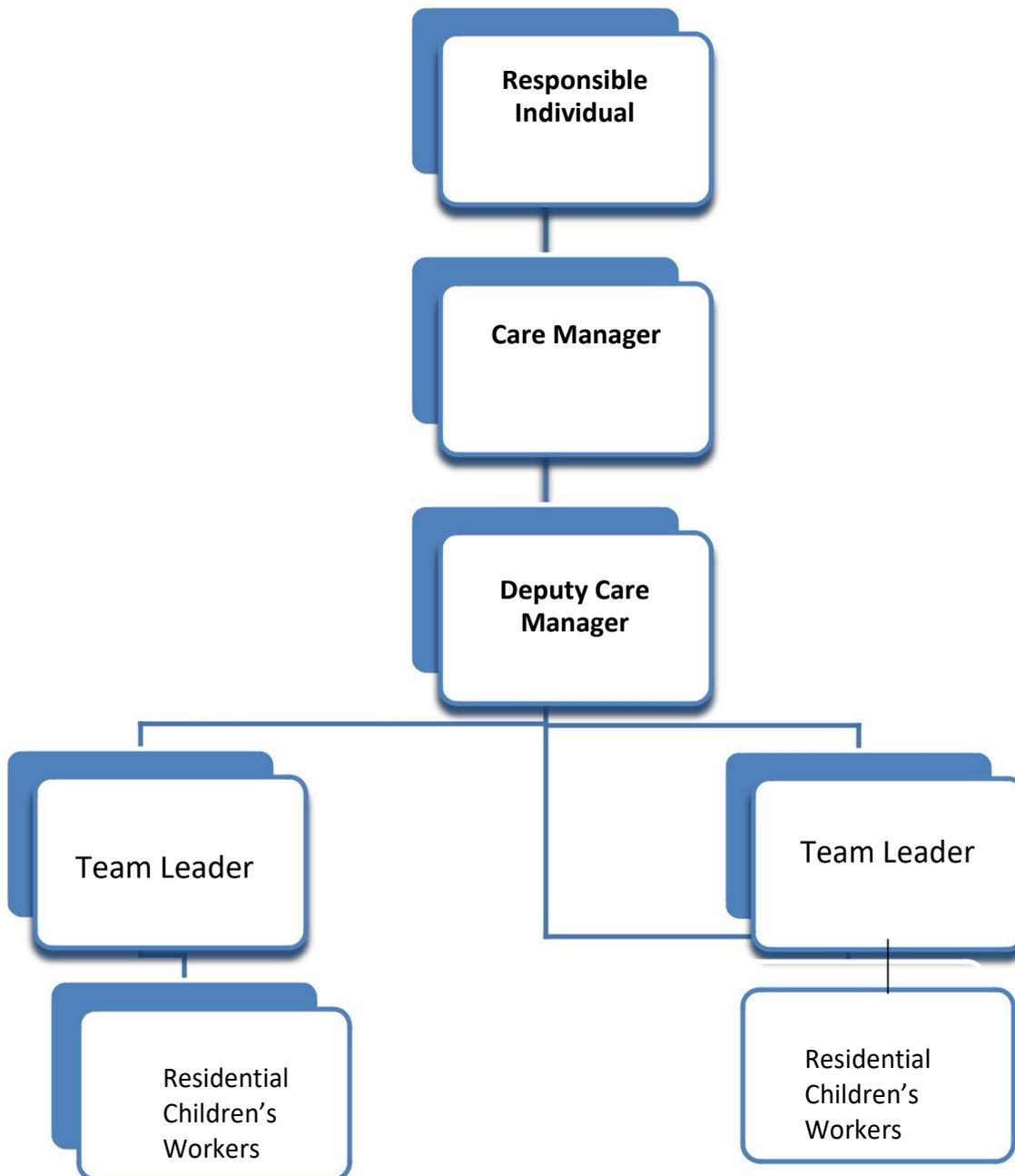
Child sexual exploitation takes different forms - from a seemingly 'consensual' relationship where sex is exchanged for attention, affection, accommodation or gifts, to serious organised crime and child trafficking. Child sexual exploitation involves differing degrees of abusive activities, including coercion, intimidation or enticement, unwanted pressure from peers to have sex, sexual bullying (including cyber bullying), and grooming for sexual activity. There is

increasing concern about the role of technology in sexual abuse, including via social networking and other internet sites and mobile phones (see also Correspondence, Communication and Social Networking Procedure). The key issue in relation to child sexual exploitation is the imbalance of power within the 'relationship'. The perpetrator always has power over the victim, increasing the dependence of the victim as the exploitative relationship develops.

Many children and young people are groomed into sexually exploitative relationships but other forms of entry exist. Some young people are engaged in informal economies that incorporate the exchange of sex for rewards such as drugs, alcohol, money or gifts. Others exchange sex for accommodation or money as a result of homelessness and experiences of poverty. Some young people have been bullied and threatened into sexual activities by peers or gangs which is then used against them as a form of extortion and to keep them compliant.

Children and young people may have already been sexually exploited before they were admitted to Moorcroft; others may become targets of perpetrators during their placement. They are often the focus of perpetrators of sexual abuse due to their vulnerability. The manager and staff in the home should therefore create an environment which educates children and young people about child sexual exploitation, involving relevant outside agencies where appropriate. They should encourage them to discuss any such concerns with their key worker or other member of staff, and also feel able to report any such concerns about their peers to staff.

Moorcroft Structure



Staffing Numbers, Experience and Qualifications

We anticipate that all young people will be placed at Moorcroft on a planned basis, which will enable us to undertake sufficient amount of Risk Assessments to determine behaviour management, there compatibility to be placed with another young person and other plans and ascertain the most beneficial staffing and other arrangements.

Changes in staffing arrangements will be a result of agreements made within Placement and Review meetings and with Local Authority Commissioning teams and must be in the best interests of Young People and staff working within the home.

Staff will have 24/7 access to a manager for support. Arrangements will be made for the home to be visited at least monthly in accordance with Regulation 44 Children's Homes Regulations 2015 on an unannounced or announced basis by a designated independent inspector.

Our staff team consists of a (Registered or Interim) Care Manager, one Deputy Care Manager, two Team Leaders and five full time Young Person's Mentors.

The most senior member of staff on duty at any time automatically deputises for the Registered Manager, and Deputy Care Manager, when these persons are absent.

Staff details on request

Moorcroft is part of Crystal Care Solutions Ltd, whose registered offices are situated at

Crystal Care Solutions Ltd

Unit 9 Alvaston Business Park,

Middlewich Road,

Nantwich,

CW5 6PF

Tel: 01782 777511.

The **Responsible Individual** and the **Therapeutic Service Manager** are both contactable at the above address.

Staff Supervision and Training

Supervision

We believe that supervision is central to effective practice and service delivery.

All staff employed in the home, including temporary staff and ancillary staff, will receive one to one supervision in line with regulatory requirements and in response to the staff and managements needs. Supervision takes place fortnightly for the first six months in the case of newly appointed staff, which is integral to the induction process. Supervision will take place on a monthly basis following successful completion of probation periods.

Details of supervision sessions will be kept in writing, with copies held securely by the Registered Manager at the Head Office with a copy provided to the supervisee

Training and Development.

All staff will receive training and development opportunities that equip them with the skills required to meet the physical, emotional and developmental needs of the young people accommodated in the home. The training of staff will be in conjunction with the statutory requirements as defined within The Quality Standards and in response to the needs of our service users.

All newly appointed staff will not start working with young people until they have undertaken basic training, including a Non-violent Physical Crisis Intervention programme and basic training around the organisation's Whistle-blowing, Complaints and Child Protection procedures. This initial induction programme is designed to familiarise new staff with key policies, procedures and practices prior to the commencement of work. Thereafter all new employees are enrolled on the CWDC induction programme and all mandatory training courses in accordance with regulatory requirements. Employees must have completed all the above within six months from the date of employment. During the initial six month probationary period they will receive supervision fortnightly, culminating in a probationary review at the end of six months. Probationary periods may be extended for an additional three months should this be required.

Thereafter staff will be expected to undertake a range of training opportunities and, if they have not already done so, enrol on a QCF Diploma Level 3 CCYP within the first six months after appointment.

Those staff who have previously achieved an NVQ Level 3/ QCF Dip Level 3 will go on to undertake further training specific to their interests and the needs of the business including QCF Dip Level 4/5.

Each staff member has a Personal Development Plan which is monitored and managed by the organisations Human Resources Department.

Moorcroft Specific Training

All Staff employed by Crystal Care Solutions complete a extensive range of Mandatory Training. These are completed upon their employment and are monitored through the homes Training Matrix and renewed when required. Mandatory Training is as followed;

- Young People who Display Sexually Harmful Behaviour G-Map Learning Disabilities Training
- CPI – MAPA (Physical Intervention) Food Hygiene
- Health and Safety Fire Training
- Medication Training
- Child Protection
- Awareness Equality & Diversity
- First Aid

As well as the Mandatory Training, Staff at the Moorcroft Home are also trained in specific areas that are often a result upon the acceptance of new placements, or are identified through the behaviours displayed or the recognised needs of the young people during their placement. The Moorcroft Team have undertaken the following additional training:

- Self-Harm Awareness
 - Drug and Alcohol Awareness
 - Training Risk Assessments
 - Effective Teamwork Child Neglect
 - Child Sexual Abuse Record Keeping
 - Data Protection
 - Personal Safety

Admissions Policy and Criteria

Our paramount duty to a young person entering our care is to support them to feel safe. This is achieved through the provision of a stable living environment and laying the foundations of a trusting relationship with the staff team.

We believe that in order for a young person to engage with us effectively they should have an understanding of their situation, their options and the expectations upon them.

We believe that it is only fair to support individuals in a way which reflects their own aspirations and is realistic and achievable. We support the idea that young people may change their perspectives and priorities and would support them to engage with services to express their views.

Our practices acknowledge and accept that young people can make mistakes and may need to be supported to move forward.

Through a consistent and fair approach we ensure that our young people are given the praise and encouragement needed to build confidence and self-esteem. It is our view that without improved self-confidence is key to improved behavior and motivation and that any step in the right direction should be acknowledged.

It is our hope that a nurturing and accepting environment will support young people to stabilize, to deal with past traumas and to develop the skills to live healthy happy lives.

Initially we expect to receive and assess the suitability of a young person's referral in collaboration with a placing authority social worker. This would normally include obtaining up to date copies of the Care Plan and Personal Education Plan including, if appropriate, a copy of any existing statement of Special Educational Needs. The home will always look to take planned placements however does also take emergency placements.

We would also obtain relevant background, any specialist assessments or reports that are available and we would hope to visit the young person in their current placement before making a decision about placement. We would attempt to talk with current and past carers

Assuming it is agreed in principle that we could cater for the needs of the young person, we would normally arrange at least one visit for him/her to the home to establish the level of co-operation, to establish if the young people have similar interests and needs sufficient to suggest a safe and appropriate environment. This would include consultation with the current residing young person.

We would then agree whether or not a placement would be suitable. We would hope that parent(s) would be involved in this process but this would not be an expectation. If a placement were agreed, the arrangements for admission would be specific to the young person but would not normally occur until a Placement Plan had been drawn up and signed off by the social worker and young person concerned.