



Northumberland
County Council

Statement of Purpose

BARNDALE SHORT BREAK



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Appendix B – Structure Chart

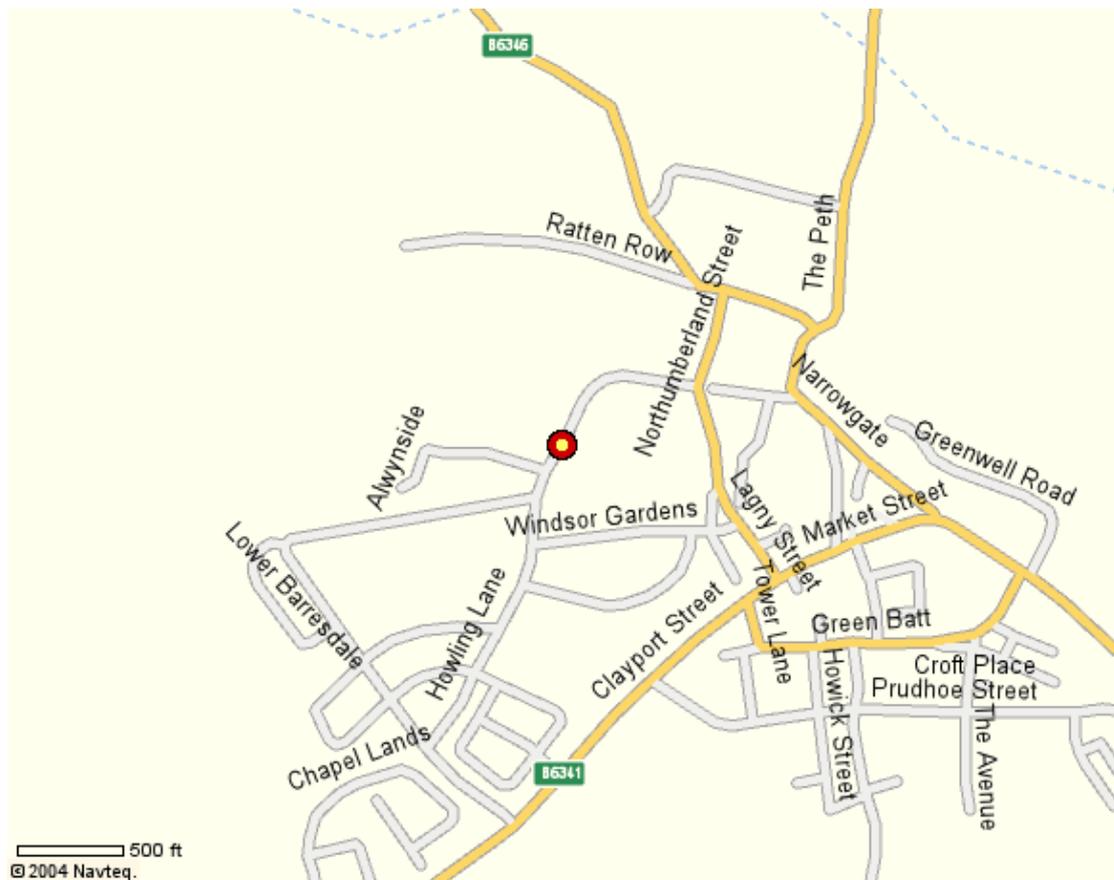
Location of Home

Berwick and the North

Travelling south along the A1 take the slip road signposted for Alnwick (B1340). Branch left, then at T-junction turn right onto the (B1340) (signposted B1340 Alnwick, Berwick) and cross road bridge. Continue forward onto the B1340 entering Alnwick. Turn right onto the B6346. Bear left onto Market Street B6341. Turn right onto Lagny Street B6346. Turn left onto Howling Lane. Arrive at Barndale Short Break.

From Newcastle and the South

Travelling north along A1 merge onto the A1068 (signposted A1068 Alnwick, Alnmouth) Entering Alnwick. At Oaks Hotel Roundabout take the second exit onto the B6346 (signposted Town Centre). Bear left onto Market Street B6341. Turn right onto Lagny Street B6346. Turn left onto Howling Lane. Arrive at Barndale Short Break.



BARNDALE SHORT BREAK SERVICE CHILDREN'S HOME MISSION STATEMENT

Barndale Short Break Service provides high quality, person centred care to young people with learning disabilities.

Working in partnership with parents/carers the service and team ensures the young people remain healthy and safe whilst developing social and independence skills.

We provide young people with a range of experiences which promotes their independence.

The service has high aspirations for each young person with the emphasis on enabling them to reach their full potential.

Quality and Purpose of Care

Introduction to Barndale Short Break Service

Barndale Short Break Service is situated in the market town of Alnwick, approximately 20 miles from Newcastle. Barndale Short Break Service utilises the upstairs residential accommodation of Barndale School. The short break service has been open since June 2004, but the school has been running for over fifty years and is an established part of the community. Barndale Short Break is line managed by Wellbeing and Community Health Services Group.

Barndale Short Break Service provides a short break resource for a mixed gender of up to six young people during any week end; in total we can provide a service for over twenty children. The criteria for admission is:- young people are assessed as having a moderate to severe learning disability, be aged between 6 and 17 on admission and reside within the county of Northumberland.

In response to the needs and requests of the young people accessing the service, the service is permitted to allow young people to remain accessing the service, whilst they are in education, up to the end of the school summer term following their 19th birthday.

The Care standards Act 2014 supports the extension under the framework of 'Transition for children to adult care and support'.

This Act has stipulated that there should be no gap in services, to avoid cliff edge scenarios.

The service is open for 44 weekends of the year and occasional school holidays. The services operates a one day support club, allowing additional respite to NCC families. Referrals to the scheme are via the Disabled Children's Team.

The ethos of the home

The child care practice at Barndale Short Break is underpinned by the philosophy of the Children Act 1989, the Care Standards Act 2000, and the Children's Homes Regulations 2015.

We are guided and regulated by the Children's Home Regulations 2015.

The care standards act 2000, requires that the children's home will 'wholly' or 'mainly' be used for the accommodation and care of children. It may be necessary as part of those arrangements to care for a young person past their 18th birthday. This will be utilised when the care team feel it is in the best interests of the young person to remain at the service.

Barndale Short Break recognises that for some young people a transition into adult

service requires a longer preparation.

A longer period would prepare the young person for successful independence whilst remaining with their peer group.

As according to the guidelines appropriate in depth risk assessments will be conducted in regards to the young people over 18 being with their peer group who are under 18 years.

We provide a caring, family orientated environment which supports young people towards independence and community involvement. We ensure all young people are treated as individuals and support them to make choices and develop friendships.

Barndale Short Break Services policy and procedures ensures that young people and their families are not discriminated against on grounds of their race, culture, gender, sexual orientation, faith or disability. The staff team are aware that this group of young people may experience discrimination as part of their everyday lives and the team work constantly to promote self-esteem and a positive self-image.

Whilst the children are accommodated at Barndale Short Break under 'Child in Need', parents/carers remain responsible for health care, education etc. and, consequently, Barndale Short Break Service works in partnership with parents/carers to ensure continuity of care. Due to recent changes in legislation, most of the young people are now accommodated under the Child in Need regulation.

The Service Outcomes and approach

Barndale Short Break Service provides regular short break care to children with moderate to severe learning disabilities. Most young people attend Barndale Short Break for one weekend per month but patterns of stay and service levels can vary, depending on the needs of the child and the family. The service supports parents/carers and families in their caring role, often providing them with the valuable opportunity to spend quality time with siblings, etc.

The outcomes the service aims to achieve for the young people are:

- For young people to feel safe and valued in their environment.
- For the young people to be looked after by an appropriately skilled staff team.
- For the young people to have continuity of care.
- For young people to participate in community based leisure activities.
- For young people to participate in a wide range of activities that promote self-esteem and confidence.
- For young people to develop independent daily living skills such as cooking, shopping, dressing.
- For young people to sustain and develop new skills to improve their quality of life
- For young people to develop the skills necessary to build and maintain friendships

- For young people to eat healthy and enjoy a wide range of activities that promote good health.
- For young people to participate in an active role in the planning and delivery of the service.
- For young people to participate in educational sessions that support their educational curriculum.

Outcomes Barndale seeks to achieve

Through a committed and well trained staff team we aim to provide residential care through a stable environment which supports young people; their individual rights, their individual needs and encourages them to make positive choices to reach their potential.

Barndale meets the outcomes through

Providing a safe and secure environment for all the young people attending the service. The Manager and staff ensure the service adheres to all health and safety legislation. The service has a stringent safeguarding and anti-bullying policy. The service is regularly inspected and monitored. The service also conducts risk assessments which allow the young people to take risks where appropriate.

- We will provide a high quality service which meets the standards and regulations set out in statutory legislation. The manager completes monthly regulation 45 checks on the home. These are collated and forwarded to OFSTED every 6 months. There are monthly independent regulation 44 inspections by which reports are provided to Ofsted within the agreed timescale.
- We will provide a consistent high quality staff team with the skills to deliver effective and safe service delivery. The manager ensures all the staffs have regular training.
- We work in partnership with families and other professionals to ensure continuity of care. There are 6 monthly review meetings arranged where the care team discuss the appropriateness and effectiveness of care plans.
- We will provide up to date person centred care plans for each young person. The manager ensures care plans are regularly updated.
- We will provide a range of a stimulating, age appropriate activities which encourage inclusion in the wider community.
- We will encourage the young people to develop the life skills necessary to live independent lives. The staff team provides opportunities for learning. The young people's goal plans are agreed and assessed at review meetings.

- We will promote positive interaction between young people and their peers. The young people are highly supervised and there is a clear anti bullying policy in place.
- We will provide a healthy varied diet, and will meet the needs of young people with specialised diets.
- We will offer physical activities and promote physical health.
- We will encourage and support young people to be involved in the running and development of the service. The young people actively participate in the weekly young people's meeting. The young people are consulted on all aspects of their care and service.
- We will encourage and promote educational aspects to the service. This could be in the form of adhoc learning.

Developing a Quality Service

Northumberland County Council is committed to providing the highest possible standard of care for children and young people.

It is recognised that the quality of care provided at Barndale Short Break relies on the commitment and ability of the staff to care in a positive and creative manner, which will enable young people to fulfil their potential.

Facilities

Barndale Short Break Service utilises the residential accommodation of Barndale School, which is a large two storey house with six large bedrooms within its own grounds.

The home strives to create a family atmosphere and the décor and furnishing are kept to a good standard through a planned maintenance programme.

There are two large living spaces, two kitchens, two dining areas, two bathrooms and two showers. In addition there is office space and staff sleeping in facilities. Whilst the bedrooms are large enough to accommodate four persons, each young person has their own individual room. There is now a lift installed in the premises.

A range of leisure opportunities are provided both within and outside the unit. Barndale Short Break Service has the use of a minibus.

Young people are encouraged and enabled to use facilities in the local community such as the leisure centre, local shops etc.

The young people can choose to opt for their favourite recreational or sporting activity, as their weekend activity choice.

Diversity and Cultural Needs

All children and young people in Barndale Short Break Service will be supported to follow their chosen religion and beliefs.

Where necessary, staff will actively seek any information/advice which will help the young person follow their chosen faith.

All reasonable steps will be taken to enable young people to attend religious services of their choice and to provide opportunities to follow the customs of their religion (e.g. festivals, prayers, clothing and diet).

Young people will be actively encouraged to embrace the diversity of others. Staff will explore ways of engendering a multicultural and diverse ethos within the home through various approaches and opportunities.

All staff will be encouraged to attend training to develop diversity and cultural awareness.

Northumberland is committed to ensuring that all our staff is aware of the issues of power and inequality in our society and the part they play in creating discrimination and disadvantage. We are aware that this can be particularly damaging for young people living in children's homes.

Northumberland Family and Children's Trust supports the United Nations Convention 'The Rights of the Child'. Its three main principles are:

- Non-discrimination
- Keeping the young person's best interests in mind
- Hearing the young person's views

These principles are enshrined within the Children Act 1989 and underpin good practice. We aim to ensure that the young people always have the right to dignity, privacy and humane care. With rights come responsibilities and so young people are encouraged to take as much responsibility for their behavior as they can. Behavior that creates victims or disturbance is not condoned and is managed in an appropriate manner. Northumberland County Council's policy on Anti-Discriminatory practice applies to all children and staff resident or working in Barndale's provision.

Care Planning

Criteria for Admission

All young people attending Barndale Short Break Service must be referred by the Disabled Children's Team, will have a moderate to severe learning disability, be aged between 6 and 17 years and live in the North of the county.

The building has a lift installed therefore the service can accept referrals for wheelchair users.

Admission Process

Admissions are on a planned basis and all young people have a number of introductory visits prior to their first overnight. The introductory visits are part of the assessment process, in order to ascertain whether the service can meet the needs of young person concerned. An admission meeting takes place prior to the first overnight stay.

The Disabled Children's team will decide on the number of nights per year allocated to each child. The manager of the short break service has the final decision on whether Barndale Short Break can meet the needs of the young people referred to the service.

Emergency Admissions

Emergency admissions of young people who meet the criteria may be possible if a bed is available and if this will not impact adversely on the existing group.

Reviewing Arrangements for Young People

The service provided by Barndale Short Break for each young person will be formally reviewed at regular meetings.

A pre-admission meeting will provide information on the young person's needs and establish service levels. The first review will be held approximately three months after the child's first overnight stay and then regularly as agreed with the parents/carers for the duration of service provision.

Young people will always be encouraged to attend review meetings and will be given support (if needed) to enable them to participate. If the young person is unable to attend, the key worker will talk to the young person prior to the meeting in order to ascertain their views on the service..

Meetings held to review arrangements for a young person are chaired by a member of the Disabled Children's Team. They are usually attended by the Manager of the service and, where possible, by the keyworker.

Other people who are important to the young person (i.e. teacher) will also be invited to attend unless a young person has expressed a wish that a particular individual is

not to be invited.

A record of the meeting will be held on the case record and a copy provided to those who attend, including parents and the young person.

For young people over 18, the allocated adult social worker is to provide a transition plan with a clear focused strategy for when they leave the service.

There is still the expectation of regular review meetings to assess and plan the agreed exit format.

Notification of Withdrawal of Placement

Any need to withdraw the service would be discussed with the family and other relevant parties; it would be determined by the following:

- A young person reaching their 19th birthday
- If the family move out of the county
- If the service can no longer meet the young person's needs
- At the wish of the parents/carers or young person

Discharge/Exit Planning

It will be discussed with the young people prior to their last visit how they would like to spend their final weekend.

The service provides each young person with a memory book and a leaving gift.

Views Wishes and Feelings

Consulting young people about quality of care

All young people are encouraged and enabled to express their views and make comments and suggestions about the care that they receive. If the young person is unable to use verbal communication we will always ensure that an appropriate communication tool is in place. Staff are trained in a range of communication methods including Makaton and PECS.

Comments provided by young people will always be given serious consideration and feedback (e.g. an action to be taken as a result of a comment or suggestion, or an explanation as to why the action is not possible) will always be provided to the young person. Comments can be made to any member of the staff team or at young people's meetings. They may also be as part of social interactions within the home.

The Participation and Advocacy Officers for Children's Services also encourages comments and feedback from young people.

A range of mechanisms are in place (and are constantly being developed) to help staff in their task. They include the following:

- The creation of a healthy climate in which staff work together towards clear aims, objectives and standards to be achieved.
- The promotion of openness i.e. staff and residents feeling confident about raising problems and concerns.
- Careful selection of staff with the right experience, skills and attitudes to provide quality care.
- Training and development for staff.
- Staff support and supervision, which includes private, individual discussion about work performance at least every two/three month depending on their shift patterns. The management encourages an open door policy.

There are also a range of measures that are intended to further promote the safety of the young people, they include:

- There is clear oversight by corporate parenting and line management on performance.
- Feedback is collated from the young people about how to develop the service. The young people are encouraged to participate in any developments.
- Monthly unannounced visits carried out under Regulation 44, Children's Homes Regulations 2015. These inspections check and report on aspects of the running of the home to senior managers and Ofsted.
- visits by elected member of the County Council, known as Rota visits.
- Inspection (announced and unannounced visits) by Ofsted, working within the Care Standards Act 2000, and the quality standards 2015, regularly inspects the quality of care provided by the home as well as the living conditions of the young people. Their Inspection documents are made public and are available to service users, carers, parents and any other interested parties. They can be contacted at the following address and telephone number:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk

Equal Opportunities/Equality

Barndale Short Break Service aims to provide a high quality service to all young people regardless of their gender, race, ethnicity, religion, culture, disability, language and sexuality.

Northumberland Children's Services are committed to ensuring that all our staff are aware of the issues of power and inequality in our society and the part they play in creating discrimination and disadvantage. We are aware that young people with disabilities may face discrimination in their everyday lives and the staff team is equipped to challenge discrimination in an appropriate way.

Our aim is to ensure that staff teams are enabled to implement high standards of care and understand the need to develop a non-oppressive practice.

Anti-Bullying

Barndale has a clear policy on anti-bullying. Both young people and staff are valued as individuals and any form of bullying will be strongly challenged.

Any bullying issues would be immediately addressed and discussed in both the young peoples and staff meetings.

Barndale received an award for sustaining an anti-bullying environment.

A copy of our anti-bullying policy is available on our website

Representations and Complaints

Should a young person or the family be dissatisfied with an aspect of his/her care, they may wish to contact the Client Relations Department to discuss the matter with a member of the team. A Quality Assurance Officer will work with the young person or the family to resolve the matter through discussion with the relevant people. Where it is not possible to resolve the matter this way or if the young person/ family prefers, he/she can make a formal complaint to the Client Relations Department and an independent investigation is likely to follow. The Quality Assurance Officer will also advise the young person of their right to an advocate should they wish to have one. All young people are provided with information about how they can use the complaints procedure at an early point after admission.

Client Relations: 01670 628888/ FREEPHONE 0800373615

Advocacy

Northumberland County Council has an advocacy service in place for looked after children and young people. All young people are entitled to speak to an advocate at any time if they feel they are not being listened to or if they are having difficulty getting

their views across. Advocates can also support young people in making a complaint if they wish.

Referrals for advocacy can be made by anyone who is supporting the young person although they must gain consent to do this from the young person first.

There are 2 parts to the Advocacy Service:

In House Provision – NCC have a Participation and Advocacy Officer who is based within the Northumberland Adolescent Service (NAS). The officer responds to requests for advocacy support within two working days, ensuring that support is put in place swiftly. The Advocate can be contacted as follows:

- Mobile: 07966332280
- Email: Advocacy@northumberland.gov.uk

Independent Provision – Action for Children provide an external, independent service for young people who need an advocate, that can't be arranged through the "In House Provision". The Participation and Advocacy Officer can refer young people to this service following discussion with team managers and senior practitioners.

(A detailed referral process outlining the key responsibilities and necessary timescales will follow)

Participation

Looked after children have a fundamental right to be involved in decisions about their care, from an individual level where decisions affect their own care, up to a strategic level, influencing the care of all looked after children. There are a number of ways for young people to get involved including:

- Being involved in their care planning.
- Attending their review meetings.
- Taking part in Young People's Meetings.
- Speaking to key workers, the Registered Manager or Senior Managers.
- Having an advocate.
- Completing Reg 45, Children's Rights and other online surveys.
- Becoming part of a group, such as Voices Making Choices (VMC), Northumberland's Children in Care Council.
- Speaking to a Reg 43 visitor when they visit the Home.
- Speaking to an Elected Member when they carry out Rota visits.

It is important that young people are encouraged to take part and give us their views, to ensure that we are delivering a service which meets their needs.

Northumberland County Council has Participation and Advocacy Officer, who is available for looked after young people who need advice, support or information. The

officer is based within the NAS team and can be contacted by:

- Mobile 07966331532 / 07966332280
- Address Participation and Advocacy Team
Northumbria House
Manor Walks Shopping Centre
Cramlington
NE23 6UR

Children's Commissioner

Dame Rachel De Souza is the Children's Commissioner for England.



She has a legal duty to promote and protect the rights of all children in England with a particular focus on children and young people with difficulties or challenges in their lives, and in particular those living away from home, in or leaving care, or receiving social care services.

Her work focuses on making sure that adults in charge, or making decisions, listen to what children and young people say about things that affect them. She encourages adults, including the people making decisions about children's lives, always to take their rights, views and interests into account.

If you feel that the people responsible for care are not valuing your rights you may contact the Office of the Children's Commissioner using the contact details below and ask for some help in addressing any concerns you have.

The Office of the Children's Commissioner
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT
Free Tel: 0800 528 0731
Email:
advice.team@childrenscommissioner.gsi.gov.uk
Tel: 020 7783 8330
Email: info.request@childrenscommissioner.gsi.gov.uk



Education

Education support

Barndale Short Break provides a service to children who attend a range of schools across the county.

The team will support the young people with any homework tasks and ensure the young people get to school on time when they are staying at the service.

The young people are able to use their bedroom as a private study area if they choose to do so.

The staff walk the young people to school on a Monday morning. They update the education staff on the young person's weekend. On a Friday when the young people are collected from the teaching staff, an update is received.

The service arranges a taxi for young people attending other schools. A reliable, local taxi firm is used. This ensures continuity and safety for the young people. The young people are always transported with an escort.

Enjoyment And Achievement

The Development of enabling skills

Barndale's staff team has a variety of skills and interests to provide young people with the opportunity for activities to develop a sense of competence and self-worth. We will work with young people to help them understand their strengths and difficulties by:

- Identifying and supporting social skills and interests
- Supporting their education and extra-curricular activities and projects.
- Using solution-focussed approach to help young people develop problem-solving skills
- Providing practical resources within the service for to develop creative and intellectual skills.
- The young people's creativity achievements are supported, encouraged and promoted through display work and positive reinforcement.

Activities

There are numerous activities available for the young people to choose. On arrival the young people are asked for their weekend choice of activity. For those young people with limited verbal communication there is a pictorial format.

The young people's choices are placed on a pictorial board so there is a visual

reminder for the weekend group on the planned activities.

The staff team plan the weekend around the young people's choices.

The staff team ensure that the young people engage in a range of physical activities that will develop both their confidence and ability.

The activity board and file is regularly updated to allow a wide range of choices.

The activities are discussed at the weekly young people's meeting and an evaluation is recorded from the Sunday feedback session.

Health

Health Care

The general health care of the young people attending Barndale Short Break remains the responsibility of their parents/carers. However, procedures are in place should young people require emergency medical care whilst at Barndale Short Break. If a young person was ill during their stay it would be necessary for them to return home.

The young people's health needs are regularly discussed at review meetings. Barndale Short Break provides a health needs progress report to all review meetings.

The young people using the service often have complex, specific needs which may include epilepsy, specialist diets, etc. In light of this, we ensure all staff are first aid trained and undertaken specialist training. In addition, we have strong links with a range of healthcare professionals including physiotherapists and community nurses.

Staff are to be signed off as competent by the community nurse or school nurse before they undertake nasal or gastro tube feeding.

A varied and balanced diet is offered and young people are encouraged to participate in menu planning and the preparation of some meals.

Parents/carers are welcome to send in child monitoring equipment (baby monitor) if they wish to do so. This will be monitored by the waking night care staff.

A range of activities are offered which promote exercise and general wellbeing.

Positive Relationships

Working in partnership

Barndale Short Break Service's approach is built on the ethos of partnership working,

as we believe that only by working with families and other professionals can we ensure high quality care. We undertake partnership working in the following ways:

- We support young people to maintain contact with their families whilst staying at Barndale Short Break.
- We provide a written account of the young person's stay to the family after every visit.
- We ensure each child has a key worker who undertakes home and school visits.
- We maintain regular contact with education placements.
- We work closely with other professionals in the child's life, including social workers, community nurses, speech therapists, teachers etc.
- We work closely with the local advocacy and inclusion service to ensure young people can express their views.

Promoting contact

Young people are encouraged to maintain contact with their families whilst attending Barndale Short Break Service. This is usually done via telephone contact and written accounts of the child's stay. However if necessary, the family can visit the young person whilst they are at Barndale Short Break Service and private space would be provided for such visits.

It is recognised that young people with disabilities may never have stayed away from the family home; therefore the process of introductory visits is tailored to meet the individual needs of each child.

The usual arrangement is for families to provide transport to the service and this provides an ideal opportunity for staff to spend time with the family and gain any necessary information relevant to the child's needs.

The promotion of Positive interactions

Barndale staff team help young people to develop positive interactions by encouraging their capacity to understand and develop positive social behaviour. Barndale staff encourage this through:

- Rewarding positive interactive behaviour with praise and encouragement.
- Supporting them to understand the consequences and impact of their behaviour on both themselves and others.
- Young people are encouraged to take part in discussions about boundaries set within the home.
- Encourage and support the young people in developing social and interactive skills necessary for independent living.

Protection Of Children

Safeguarding

Comprehensive details of the joint agency protocol and procedures for the protection of children are included in the ***Inter-Agency Procedures and Practice Guidance*** document from Northumberland Safeguarding Children Board. This is available to all staff at Barndale Short Break via the County Council's intranet.

Child Protection is part of the induction training for new staff to become familiar with and gain an understanding of child protection issues and protocol. All staff receives regular training in Child Protection, provided by Northumberland Safeguarding Children Board, as part of their ongoing professional development.

The Registered Manager of the home is responsible for managing allegations and would liaise with the Local Authority LADO in the event of an allegation being made.

Barndale School has installed a swipe card system which prevents the vulnerable pupils exiting the building without an adult being present.

Barndale Short Break uses this swipe card system on a weekend to safeguard the young people. This does impose a 'restriction of liberty', but any young person who wishes to exit can do so (due to their high level of vulnerability) with an adult present.

All parents/carers and social workers are aware of and have agreed the use of the swipe card system which protects the young people.

Due to the vulnerability of the young people they are supervised by staff at all times.

There is also an alarm fitted on the door leading to the lift area. This is to alert staff, including night care staff, if a young person was accessing this area.

Behaviour Support

Positive relationships between young people and staff provide the essential basis for both care and control. We recognise that young people need clear boundaries so they can feel secure and that enable them to relate to other people.

Staff at Barndale Short Break Service also understand that challenging behaviour can be a means of communication for disabled children and work with them to find alternative ways to express their feelings.

Approach to Physical Intervention

Young people have the right to feel safe at Barndale Short Break Service. Equally, young people are expected to demonstrate respect for other young people, staff and the building. All young people need to know what the boundaries of acceptable

behaviour are, both for their own protection and the safety of others.

Physical intervention should always be an absolute last resort but, if physical intervention is required, staff will use the Crisis Aggression Limitation Management (CALM) technique. This is an accepted (by Northumberland County Council) safe method of physical intervention with the emphasis on safety, comfort and integrity for both the young person and staff.

All Barndale Short Break Service staff are CALM trained. Staff are re-verified on a yearly basis and practice sessions, which include de-escalation techniques, are offered once a month.

Incidents are carefully monitored, scrutinised and recorded. All information gathered is assessed and used to inform practice and management decision.

A physical intervention protocol will be agreed and reviewed by the care team if it is felt that it is in the child's best interest to have one in place.

Barndale Short Break Service has a clear policy on bullying. Both young people and staff are valued as individuals and any form of bullying will be strongly challenged.

When staff are considering applying sanctions and controls on young people for negative behaviours, they will not be applied in such a manner as to undermine their self-respect and self-esteem or, as important, lessen their sense of responsibility. The sanction must have a purpose and be used as a positive tool to influence behaviour.

Barndale Short Break Service has a clear statement on the use of sanctions and this should be read and adhered to in conjunction with the Northumberland County Council guidelines on imposing sanctions on young people.

Northumberland County Council has approved a range of sanctions available to staff when working with difficult children.

Each sanction is permitted within the Children's Homes Regulations 2015. The use of sanctions is always recorded.

The following sanctions are permitted and will be used, according to individual need:

- Curtailment of leisure activity
- Additional house chores
- Increased supervision

Reparation and restitution (perhaps better described as making good and compensation) are permitted approaches to dealing with behaviour which causes people personal offence (either emotional or physical), and/or damage to property, but will only be used after discussion and agreement with the child concerned and should not be punitive in nature.

In contrast rewards offered to the young people will be recorded in the young person's care plan file. Photographs of receiving awards such as trophies, badges, stickers or certificates will also be kept in the young person's care plan file. This information also contributes to the young person's memory book.

Fire, Health and Safety Arrangements

Comprehensive arrangements regarding health and safety have been approved by the appropriate organisations. Fire precautions have been designed in partnership with the local Fire and Rescue Service who monitor their efficiency regularly. All staff and young people are supported to understand and observe health and safety policies and where necessary training is given.

The service aims to ensure that all members of staff undertake regular fire drills.

The staff team undertake fire training every 3 months.

The service aims to ensure all young people accessing the service undertake at least one fire drill per year. (there may be circumstances when it is not in the child's best interest to undertake a planned drill).

The staff team plan an evacuation with the night care officer on an evening before the sleep in staff go off duty

Food Hygiene

All staff are trained in food hygiene to ensure compliance with relevant legislation and with standards set by the Environmental Health Department of the District Council.

Missing Child Policy - responding to unauthorised absence

A joint protocol is in place between Northumberland Children's Services and Northumbria Police, regarding children and young people missing from home and care. Northumberland County Council has a dedicated social worker for children who are missing. The social worker for children who are missing works closely with the police, social workers, education and parents/carers to ensure appropriate responses are put in place to address any missing person incidents.

Running away from Barndale Short Break Service or wandering off during an outside activity would be deemed a matter of high risk and appropriate and immediate action would be undertaken. Due to the needs and vulnerability of the client group, if all other techniques failed, then physical intervention may be used to ensure the young person's safety.

The Unit Manager will keep and review a record of all occasions when a young person is absent without permission.

Visitors

Visitors to Barndale Short Break Service will be made welcome and requested to sign a visitor's book on arrival and departure.

Students will be subject to checks as introduced in the Children's Homes Regulations 2001. Volunteers will also need to comply with such checks and an interview/vetting process by the management of the home.

All other visitors to the home and campus such as contractors are allowed through prior arrangements with the home or Support Services Manager. All visitors will follow required protocol and are subject to identification check.

Online Safety

There is a clear policy in place to support the safe use of the internet. There is a watcher system in place for computers or laptops provided by Northumberland County Council. This system sends an alert to the Registered Manager and the maintenance manager, in the event of a young person attempting to access inappropriate website.

Safe use of the internet is promoted for the young people. The young people are supervised and supported at all times whilst using the internet. The staff log in for the young people, ensuring staff support at all times, due to their high level of vulnerability.

Due to young people accessing the service for only a weekend period, the young people are discouraged from using social websites.

Communications Systems

The home will keep records in accordance with the statutory requirements The Care Homes Regulations 2001 and the Children Act 1989. It also operates daily structures, changeover periods, shift evaluation time and team meetings. The home has established systems for information sharing with families, Disabled Children's Team and other support agencies. To maintain communication with other professionals all residential care staff can be contacted through business email facilities.

Leadership and Management

Staffing Structure

The aim is to have three members of staff on duty during the normal 'waking day' (usually from 8.00 am to 10.00 pm). This is to provide the opportunity for staff members to undertake individual work with young people, offering them a high level of supervision and availability. A senior member of staff will be on duty at all times.

There is always a residential child care worker 'sleeping in' to provide additional care at night if required. This can be increased to 2 sleepers in if it is felt necessary. This will also support the safe evacuation of young people in case of the fire alarm activation. There is also a waking night supervisor on duty between 10.00 pm and 8.00 am. At all times there is adequate staff provided to ensure all young people have appropriate supervision.

All posts in Barndale are subject to Northumberland County Council recruitment procedures including Criminal Records Bureau checks, health checks and confirmation of qualifications.

Currently the staffing structure is as follows:

- 1 F/T Home Manager (registered manager)
- 1 F/T Assistant Manager
- 1 P/T Team Leader
- 1 P/T Shift Coordinators
- 5 P/T Residential Support Worker
- Administrative Support Services are delivered centrally
- 1 P/T supported support worker

Staff meetings are held monthly, typed minutes are available and held on file.

Staff working at Barndale Short Break must be four years older than the oldest child using the service.

Staff Monitoring Systems

The performance and conduct of staff will be monitored through the following system:

- Professional supervision and appraisal
- Internal and external management monitoring systems
- Shift leading arrangements
- Observation of practice by colleagues and management.

Staff Supervision

- Staff are supervised on a regular basis and within the guidance of NCC policy
- Supervision is conducted by a named supervisor.
- Supervisory roles are conducted by the registered manager or a team leader.
- Team leaders are supervised by the registered manager.
- The registered manager is regularly supervised by the Service Manager for Looked after Children.

Staff Induction

All newly appointed staff will undertake an induction programme, which is linked to the

process of supervision and personal development review. The programme will contribute to the development of workforce diploma competencies. As a minimum, all newly appointed staff will receive induction training for three weeks, including Crisis Aggression Limitation Management (CALM). They will spend time in the home to familiarise themselves with the operation and philosophies of the home. Those staff that transfer from other homes on a time limited basis will have a brief induction process. Agency staff used on a block contract will also be provided with induction appropriate to their responsibilities.

Staff Training

All individuals within the team will have an agreed training profile, which is directed by Performance and Personal Development Review. The service will have a training schedule, delivering training in accordance with the homes requirements and those of the wider organisation. New staff will receive induction training within their first six months in line with Children's Homes Regulations 2015. New staff that do not hold the Diploma level 3 qualifications are enrolled on the programme within 6 months of commencing employment. Staff are provided with guidance, these include:

- Staff Handbook
- Child Protection and safeguarding
- Staffing Policies
- Procedures and Guidance on daily routines and systems

Key Workers

- Each young person will be allocated a key worker from within the staff team. Their key worker will be confirmed at their admission meeting.
- The key worker will be responsible for ensuring that their care plan is relevant and up to date.
- Key Workers will provide an in-depth report on the young person's progress for their review meeting.

External consultancy

External consultancy may be provided subject to the home's needs.

Reg 43 Visitors

Reg 43 visitors visit the home once a month to check that you are looked after properly. Northumberland County Council has identified Judith Keepin, Vicky Lockyer and Christine Hoggarth as Regulation 43 Visitors. They have worked for Northumberland County Council for over 15 years.

Judith can be contacted by:

Telephone: 01670 623675

Email: Judith.keepin@northumberland.gov.uk



Vicky can be contacted by:

Telephone: 01670 623293

Email: Vicky.lockyer@northumberland.gov.uk



Christine Hoggarth can be contacted by:

Telephone: 01670 620357

Email: Christine.hoggarth@northumberland.gov.uk



Scope of Responsibility

Northumberland County Council (“the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the ways in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for ensuring that there is a sound system of governance in place. Governance incorporates the system of internal control which facilitates the effective exercise of its functions, and which

includes arrangements for the management of risk.

The Council has approved and adopted a local code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework “Delivering Good Governance in Local Government”. The statement explains how the Council has complied with the code, and also how it meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

Responsible Body

Northumberland County Council have informed Ofsted of a change to their Responsible Individual, as of 1 April 2021. Adam Hall is currently acting as the Responsible Individual position and is completing his application to Ofsted.

The responsible body is the Northumberland County Council and the Elected Members of the County Council.

Day to day management is the responsibility of Adam Hall, Residential Lead Manager, Northumberland County Council, 3 Esther Court, Wansbeck Business Park, Ashington, Northumberland, NE63 8AP.

Adam Hall Residential Lead Manager BIOGRAPHY



In this role, Adam line manages the 6 Children's Residential Homes in Northumberland. Adam has worked in Children's services for 24 years; he was a Registered Homes Manager for 11 years in Residential Children's services before he qualified as a Social Worker (SW26088) in 2012. Adam left Residential Services in 2015 to practice as a Social work and in 2016 he was appointed as an Independent Reviewing Officer and Local Authority Designated Officer (LADO).

Adam has held several roles in the public sector including:

- Residential Child Care Officer in community and Secure residential homes.
- Residential Assistant/Homes Manager in community and Secure residential homes.
- Social Worker
- Independent Reviewing Officer and Local Authority Designated Officer (LADO)
- Adam has worked for Northumberland County Council since 1997 in a social care role.

Adam has always endeavoured to ensure his practice has promoted the best possible environment for children to live in. Developing services with the resilience that is required to guarantee all staff members are supported to create a culture and practice that engages with partner agencies and acknowledges the importance of the quality care standards to achieve the best outcomes for all children and young people.

Review Arrangements for Statement of Purpose

This document is reviewed regularly in a process that incorporates the views of young people, staff and placing authorities.

Any comments, suggestions or criticisms you may have of the Barndale Short Break Service Statement of Purpose and Function should be directed to the Registered Manager.

Adam Hall
 Residential Lead Manager
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 3 Esther Court
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 Tel: 0345 600 6400 Email Adam.hall01@northumberland.gov.uk

Registered Manager: Susan Ghulam
 Barndale Short Break
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 Tel: 01665 605921 07770643900
 Email: Susan.Ghulam@northumberland.gov.uk

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Email: advice.team@childrenscommissioner.gsi.gov.uk
Tel: 020 7783 8330
Email: info.request@childrenscommissioner.gsi.gov.uk

Participation and Advocacy Officer
Participation and Programmes Team
Northumbria House
Manor Walks Shopping Centre
Cramlington
Northumberland
NE23 6UR
Mobile:T: 07876392151

Children's Residential Mailbox
Email: Childrens.Residential@Northumberland.gov.uk

See Appendices A & B