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Introduction

Mountwood Academy part of ROC Northwest Ltd is situated in the rural village of Ribchester, Lancashire. It is set in its own grounds with parking and garden areas. It is accessible from major road and rail networks.

The Academy offers twenty four hour, seven days per week, high quality holistic education and residential care provision. The residential facility has 29 placements available for young people aged 8 to 18 years of age with autism, learning disabilities and associated health needs. We offer young people care and education on site.

All provision at Mountwood Academy is consistent with current legislation regarding the care and education of young people with special needs.

For further information about Mountwood Academy please contact us at:

Mountwood Academy
Ward Green Lane
Ribchester
PR3 3YB

Telephone No: 01772 200551

Manager (awaiting registration: Stacey Brook
Mountwood Academy
Ward Green Lane
Ribchester
PR3 3YB

Telephone No: 01772 200551
Email: Stacey.brook@mountwoodacademy.co.uk

Please note:

This booklet outlines our Statement of Purpose and the approach ROC Northwest Ltd will take when working with young people at Mountwood Academy.

Quality and Purpose of Care

Mountwood Academy is a residential and day independent special school situated in the village of Ribchester, near Preston, Lancashire, close to local amenities, shopping facilities as well as a full range of leisure activities all on its doorstep.

The Academy offers both school and residential facilities (known as the home) in clearly delineated areas on the same campus, both with disabled access. The Academy is able to admit children and young people with ASC, learning disabilities, and associated health needs. We are fully aware that young people who have additional needs require a home that is fully adapted and equipped with ramps, lift, wide corridors and doors, and disabled toilet and bathroom facilities to enable them to reach their full potential and have their care needs met at all times. Other specialist equipment will be provided for individual young people as the need arises. This is looked at on an assessment basis upon admission with liaison with outside professionals whom we work closely with to provide the young people with the best possible quality of care. These assessments continue to take place as the young people grow and develop.

The School is well equipped with general purpose classrooms, a sensory room, a music room and kitchen area. There are also good facilities for ICT throughout the school, together with office space and meeting rooms.

All students follow a modified National Curriculum personalised to their unique individual and special needs.

The home and living areas

These are split into a number of residential units,

The Meadows, being a 5 bedded unit all rooms being en-suite, lounge quiet/computer room, full wet room, kitchen and utility room.

Fair View, being a 5 bedded unit all rooms being en-suite, lounge quiet/computer room, full wet room, kitchen and utility room.

Treetops, being a 2 bedroom flat with bathroom, lounge and kitchen diner.

The Beeches and The Hollies, form part of a two storey building each being 5 bedrooms all with en-suite, quiet room/computer room, lounge, kitchen and full wet room. Also each floor has a sensory room with a range of lights and sounds.

The Haven, being a one bedroomed self contained flat with en suite bedroom, lounge and kitchen.

Oak, Elm and Ash are 2 bedded homes with lounge, kitchen diner and bathroom.

Each home is very warm, comforting and inviting. It is furnished and decorated to a high standard. Each room is equipped with furniture and surroundings that are kept safe and are well maintained. The children are involved with choosing the décor of their room and personalising it. Outside there is a garden equipped with picnic benches and play equipment that is well maintained and a safe area for the young people to play. There is the opportunity for the young people to be involved in planting within a range of provided and adapted planters for all young people to access.

School and home function independently but alongside each other to create a 'holistic approach' in meeting the academic and social needs of each individual learner. This is a learning centred philosophy that wraps all provision around the learner to maximise their chance of success. The

school and home work alongside each other to create joint IEP targets that are current to the young people's needs and can gain evidence for progression both within the home and school setting. The care and education staff work together on fortnightly meetings to provide evidence from the quality of life indicators that the young people are progressing in the identified area of their IEP both within the home and education setting ensuring the joint curriculum is followed.

Quality and Purpose of Care

Young people referred to **Mountwood Academy** usually require short/medium or long term care away from their family environment and may have a range of needs.

We will also take into consideration the fact that there will be other young people already in residence. The age, sex and maturity of the existing young people will also be a contributory factor to whether we could offer a placement, as we try to match young people in order to facilitate a successful placement, thus maximising outcomes

The homes statement

Our vision describes what we are setting out to achieve and our mission describes what we need to do to be successful.

Vision

To be recognised as an outstanding school and care provision for children and young people with autism, learning disabilities and associated health needs. To provide a high quality of consistent and child centred care for young people in order for them to reach their maximum potential and achieve goals within and above their limits.

Mission

'To ensure that all young people in our care make measureable progress in order to maximise their chances of achieving a positive quality of life.'

To ensure that all children and young people in our care make significant measureable progress in order to maximise their chances of achieving the key outcomes and quality of life indicators.

KEY STRATEGIC OBJECTIVES:

1. Become a centre of excellence in the care and Education of children and young people on the Autistic Spectrum.
2. Provide outstanding teaching and learning through the use of a bespoke curriculum tailored to the individual needs to the young people.
3. Develop a culture of continuous review and improvement.
4. Promote Equality and Diversity in all aspects of the school.
5. Provide outstanding support for learners.
6. Maintain a safe and health service.

7. Recruit, develop and maintain an effective workforce.
8. Develop a high quality facility for the delivery of land based studies designed to meet the needs of children and young people with Autistic Spectrum Conditions.

MOUNTWOOD ACADEMY VALUES:

1. **We** encourage through praise and reward
2. **We** help everyone believe in themselves
3. **We** are a mutually supportive community
4. **We** enjoy sharing our successes
5. **We** enjoy challenges
6. **We** strive to work as a team
7. **We** have high expectations
8. **We** put people first
9. **We** value everybody
10. **We** value lifelong learning

Aims and Objectives of Mountwood Academy

Aims

- To provide a highly individualised curriculum, that is flexible enough to meet the unique needs of learners.
- To provide a safe, structured and nurturing experience in school and at home, where the young person can be accepted when in crisis, and treated in a consistent manner.
- To provide routines and procedures in school and at home that will provide some structure and security for the young person but be flexible enough to meet the wide range of learner needs.
- To create a positive ethos in school and at home to reflect normal day to day family living in a local community. In doing so, encourage the young person to feel very much part of the Academy family by participating in the life of the school and the daily running of the homes to help develop relevant, independent living and coping skills.
- To provide an experience where each young person works alongside staff on their individual programme which best meets their needs and incorporates the best possible educational, emotional, physical and health care.

- To assess the young people during their early days in the school in order to provide them with an appropriate curriculum pathway and Individual Learning Plan.
- To create an atmosphere where the young people are praised and rewarded for the progress that they make in their learning and for their positive attitude and behaviour in school and in the home.
- To support and encourage the young person and to help them manage in times of crisis.
- To provide each child or young person with an individual education and care programme to enable them to identify and develop their unique talents, strengths and skills and to learn and acquire others to maximise potential.
- To create opportunities for young people to work and play together in a range of activities in a stimulating, positive and safe environment.
- To gather young people's views and wishes, and those of their parents/families, and take them into account and that those wishes and preferences are confirmed with the individual and respected in actions taken on their behalf.
- To ensure that the rights of children and young people are recognised and upheld.
- To provide this service for 24 hours per day, 7 days per week, 365 days of the year.
- To provide a positive, vibrant ethos in both school and the homes.
- To ensure all people will receive the same standard of services irrespective of race, religion or creed in line with our Equal Opportunities Policy; whilst promoting awareness raising, monitoring and taking action for effective anti-discriminatory practice.
- To ensure continuity of relationships are important and attachments are respected sustained and developed where appropriate. Family links will be actively promoted and maintained through visits and other forms of contact if consistent with the young person's care plan.
- To be a friendly, welcoming Academy and extended school that encourages partnerships between pupils, parents, wider community and other partners.
- To provide the young people with support to access an independent visitor or advocate whom they can speak to. The home offers the support and advice of an independent visitor who visits the home every fortnight to offer the young people the opportunity to talk to her and have her support on expressing their views.

Objectives

- To ensure the young person feels safe, secure and cared for.

- To promote opportunities to help all children and young people whatever their ability to achieve their full potential.
- To bring some form of stability to the young person's life.
- To create a happy and relaxed ethos in the school and home to encourage young people to smile and to have fun in their learning.
- To work closely with the young people in developing strategies that will help them work through some of their problems and assist them in coming to terms with their past.
- To create opportunities that bring the young person some success thus giving them some insight into a better future.
- To provide a service that will assist the young person to settle, stabilise their behaviour and allowing them the time, opportunity and support to make decisions about their future.
- Develop individual education/care programmes to meet the needs of each child or young person.
- To work in partnership with children, their families and significant others.
- To assist the young people, in partnership with other agencies, to plan for their future with regard to their ongoing learning or training, job opportunities and career prospects, social aspirations and the opportunity to make a transition back to:
 - their home area
 - their family/foster carers
 - semi/ independent living accommodation

Quality and purpose of care

Accommodation

Our homes at Mountwood Academy consist of a number of residential units, which can accommodate upto 29 young people. The home is specially adapted to meet the needs of the young people we admit into our care. We aim to ensure that our homes reflect that of family home where young people feel safe, relaxed and cared for in a non-institutionalised setting. These young people are of both sex and can be the age between 8-18. The home is decorated to a high standard, which ensures we provide a friendly and homely atmosphere for the young people.

The maintenance and décor of the home is continually an ongoing project, which the young people are encouraged to have some input into. We believe in involving all of the young people with any project that is to be completed within the home this ensures the young people have a sense of belonging to the home and they are part of the home.

We feel our young people need to be provided with opportunities to develop friendship with peers but also have their own space and privacy. Within the home there is a communal lounge in each home, which are decorated and furnished comfortably and equipped with Television, DVD players and

games consoles. The homes have a dining area where the young people can benefit from the family experiences that are had when eating a meal which is set within the kitchens which are equipped with modern appliances.

Each young person's bedrooms are equipped with an en-suite containing a shower. We encourage all those who come and live with us to bring their own personal possessions so as to make their bedroom feel their own and we encourage this through personalisation upon arrival where each young person is given a room budget, this is to promote the young people taking ownership of their surroundings. We provide a TV and CD /radio in each bedroom.

Location

Our home is situated in Ribchester, Preston Lancashire, within a short distance from the seaside town of Blackpool and Southport and in close proximity to public transport and bus links. The home is in a rural village but has close access to a local village and town, with local shops such as clothes shopping, food shops and other shopping facilities. Within the local area there are a range of cultural and recreational facilities including parks, libraries, sports facilities, religious and cultural centers. It also enjoys a positive and friendly relationship with the neighbors and close local community. Within easy reach there is access to a wide range of educational and entertainment facilities including cinemas, museums, theatres and bowling alleys.

Quality and purpose of care

Cultural, linguistic and religious needs

All young people's religious, cultural and linguistic needs will be supported fully. Staff will liaise with the young person, parents/carers and social workers regarding specific religious & cultural needs and make appropriate arrangements to facilitate them.

If a young person has particular cultural, linguistic or religious belief, and wishes to pursue those beliefs, it is important that they feel able to do so. The staff team at Mountwood Academy will always actively support young people in pursuit of their beliefs, whether that is by providing a certain choice of food or preparation of food, or by ensuring that the young person has transport to and from their chosen place of worship and personalizing their rooms with pictures or quotes from their belief/religion. We would also support them through access to people with similar backgrounds and via local amenities such as social groups or churches, mosques, temples, etc. We also encourage other young people to respect the religious, cultural and linguistic needs of others by introducing and sharing their experiences with theme nights.

In meeting the needs of young people from other ethnic groups and to combat racism within the home, we aim to create a stable, accepting, caring environment, which will help to:

- Enhance the young person's self-esteem.
- Provide the young person with coping strategies necessary for living in a society where they may experience racism, stereotyping and prejudice.
- Create a climate where racial and religious differences are acknowledged and valued and discussion about racial issues is actively encouraged rather than ignored.
- Allow visiting parents, relatives and friends to feel comfortable and supported in the maintenance of contact, regardless of race, religion, or class.
- Provide appropriate health and hygiene support and care when necessary. Staff ensure of products or type of physical care should feel able to seek advice.
- Young people will be supported to practice any religious faith they wish to choose or any cultural norms for their society.
- Encourage acceptance of the young person's race in a positive way and not dismiss their race and colour as insignificant.
- Challenge racism in whatever form presented.

Complaints

Mountwood Academy provides a professional, caring service to young people. It is important that the young people can voice a complaint about any issues during their placement. It is important the home provides a calm and approachable atmosphere that provides staff members who are experienced and committed to supporting young people in particular to solving issues effectively as they arise. For some of our young people who may have difficulties communicating their concerns could be supported by key workers, family advocacy and the independent visitor service to support them with this service.

Information on how to make a complaint is given to each individual young person in their information booklet, which they are given when they arrive at our home. The assigned Key worker will go through the complaints procedure with the young person to ensure they fully understand the process. The young people within the home are regularly supported and encouraged to express their opinion and enabled to feel their feelings are important. There are occasions where most concerns can be resolved informally but where necessary will follow formal procedures. All young people have other channels in which they can seek support and are encouraged to through their families, social

services, Regulation 44 visitor, Ofsted, independent visitors and advocates or agencies such as “Child Line”.

We also have in place within the home a child friendly complaints form which is accessible to all young people. All staff receive training on how to manage a complaint and who they should report this to. Staff are also aware of the role of outside agencies such as the Regulation 44 manager and Ofsted. A detailed log and file are kept on site detailing complaints, correspondence and outcomes which are monitored by the Regulation 44 officer and also Ofsted. These can also be viewed during compliance visits from local authorities. Any young person’s involvement and views are also recorded.

A young person can also make a complaint or raise any concerns to their Social Worker should they wish to do so. A Children’s Rights Officer can also be contacted if the young person did not feel that they were being listened to. The nominated officer would then make arrangements to visit and speak to the young person and follow up with any subsequent actions.

A list of telephone numbers is listed in the young person’s booklet to which the young person could ring to make a complaint and the address and telephone number of our local National Commission which is:

**Ofsted Social Care Team
Piccadilly Gate
Store Street
Manchester
M1 2WD**

Tel: 0300 123 1231

The young people have access to the house phone and their own mobile phone and can make a call in private at any time of the day. It is hoped that the young person would be able to make their complaint to their key worker or the house manager who visits the house daily. Young people will be encouraged to review their position with staff and identify issues before they reach a stage where they need to complain. We also promote regular visits from an Advocacy service which the company provides. This service is provided by NYAS & is an additional avenue for the young people to have others to talk to, to discuss any concerns they wish to be acted upon.

If a parent or social worker wish to make a complaint they should contact the Registered Manager.

Independent Visitor

An advocate from the National Youth Advisory Service (NYAS) visits Mountwood twice a month to speak with the young people in residence. The young person can request to speak with the independent visitor at any time during the month and this would be arranged by staff members.

Her name is Susannah Gilchrist and her contact number is: 07917235412

Child Protection

Mountwood Academy has designated the Registered Manager as the Child Protection Officer. In addition all members of staff are made aware of their role and responsibility in Child Protection matters and receive training in Local Safeguarding Children’s Boards policies and procedures, which ROC Northwest Ltd have adopted. All new members of staff follow a comprehensive induction programme which includes Child Protection, and training with the safeguarding board to raise awareness and understanding of abuse and protection.



This is updated every 2 years. The home ensures they have close links with the Local Area Designated Officer for safeguarding who is located here in Preston. The home has close links and a positive working relationship with LADO and if we experience any queries or concerns they ensure we keep him informed and seek advice and guidance where necessary. Our local LADO officer is:

Tim Booth
Lancashire County Council
Safeguarding Unit
Room B16
County Hall
Preston
PR1 8RJ
01772 536694

Views, wishes and feelings

Child consultation

At Mountwood Academy our goal is not to work with young people in isolation but to promote opportunity for family and wider interaction at a level and frequency, which benefits all. Young people are encouraged to actively contribute to their local communities and experience diversity in the wider world. The staff are expected to know and understand the young people to balance a homely ethos based on the individual needs of the young people and that of the home in group living. We believe that the more involvement the young people have in decisions about their individual and group lives including the running of the homes, the more invested they will be in their placement which promotes a positive attitude to reaching their goals.

Each young person placed with us at "Mountwood" is allocated two key workers. These staff members have direct responsibility to oversee and support the young person during their placement with us. The young person and the key worker will take time out of the agreed timetable and organise, between themselves and the Manager, a session/activity which is enjoyable but also allows them time to talk and reflect. Any worries or concerns the young person might wish to discuss can be dealt with. The salient points from this session are recorded on a Key Workers sheet and signed by the young person and staff member. These sheets are reviewed at the next key worker session. If a child makes a preference for a member of staff to become their key worker this is always taken into consideration and accommodated where possible. Key workers also spend time liaising with families and other relevant professionals for their views.

In addition the young people have monthly meetings with the manager and staff at which there is an agenda and any issues can be raised. Minutes are taken at these meetings. There is the opportunity for the young people themselves to take turns in chairing these meetings if they so wish. Staff also consult with placing Social Workers and other professionals involved with young people about the overall running of the home.

Young people are involved and consulted in relation to all aspects of their lives within the home, their community as a whole, their future and their role within family and society through:

- Full involvement in all meetings.
- Both planned/unplanned Care Plan sessions.
- Regular young people's meetings.
- Menu/activity planning.
- The right to follow their own religious beliefs and the opportunity to attend the church, mosque, temple or other place of worship commensurate with religious beliefs.

All consultation documents for young people living at Mountwood Academy will be differentiated to meet their individual communication and learning needs including the use of the Picture Exchange Communication System (PECS), Makaton and any other relevant medium.

All staff consulting with the young people will be mindful of their disabilities, religious, racial, cultural and linguistic backgrounds. Staff ascertaining the wishes and feelings of the young people will be familiar with them and their preferred methods of communication.

Young People will have the choice to complete a 'My Views' pre-statutory review consultation form detailing all aspects of their care, health, education, future planning and family contact issues. The young person will also be supported to attend all or part of their CLA review to discuss their issues and issues presented by their parents, family members, support workers and placing authority. There may be part of the statutory review where it may be felt inappropriate for the young person to sit

through, if issues raised are felt to exacerbate their anxiety or unsettle their placement i.e. details of future placement plans / commissioning decisions.

Each young person is encouraged to, and supported by staff, in contacting the Children's Rights officer and/ or their IRO if required. Arrangements would be made for an independent visitor to visit the home if a young person requested this. Young people can request to speak to NYAS at any time during the month and this would be arranged by staff members. They also have the opportunity to express their views with the Regulation 44 who visits once a month who values their discussions.

Regular feedback is obtained from the young people by the homes manager on all aspects of their care. This is done through questionnaires; feedback forms and one to one discussions. The manager will ensure that all feedback is valued and acted upon accordingly. The young people will be made aware of any action taken in light of their feedback.

Views, wishes and feelings

Anti-discrimination and children's rights

The home is committed to treating all the young people fairly & equitable regardless of race, colour ethnic or national origin, sexual orientation, age or religious beliefs, disability, family responsibility or any other category. We will ensure that no unjustifiable requirements or conditions are imposed that could disadvantage individuals on any of the above grounds.

In relation to advocacy the Homes Manager will ensure that each young person has access to an independent person whom they may contact directly about personal problems or concerns at the home. This will be in the form of someone such as an advocate, children's rights officer, adult family member, personal adviser, visitor acting on behalf of an organisation, independent visitor or Mentor.

As a home we promote regular visits from NYAS which is an Advocacy service & is an additional avenue for the young people to have others to talk to, to discuss any concerns they wish to be acted upon.

Equal Opportunities

ROC Northwest Ltd is committed to ensuring equality of opportunities, anti-discrimination and anti-racism and draw attention of the staff and young people, families and referring authorities to our Equal Opportunities Policy in our Policies and Procedures file.

ROC Northwest Ltd requires individuals to promote equality of opportunity, anti-discrimination and anti-racism. This should be placed at the heart of good practice at ROC Northwest Ltd and it is the duty of everyone to report or correct any discriminatory practise they observe.

Policy to reduce the Incidence of Bullying

ROC Northwest Ltd takes all acts of bullying seriously. Staff are always vigilant and aware that bullying could take place even within the small group of young people who live in our home, each young person has the right to be protected from bullying and from the fear of being bullied. The credibility of our policy regarding bullying depends on the staff in the home taking agreed action when bullying arises. (Please refer to our policies and procedure document that can be viewed in the home which outlines agreed lines of action taken if bullying occurs).

Education

Children with special educational needs

We provide a structured, stimulating environment in which all children, including those with special educational needs, are valued, included and supported to reach their full potential. We are aware that every child is unique and all children develop at a different rate and have differing needs as they grow and meet the challenges of life outside the home.

We work closely with the parents, liaise with other outside agencies and monitor and review our policy, practice. Children with special educational needs will, be included in our homes provision and they will be treated in exactly the same way as for other children. Children with special educational needs will be respected and treated as individuals. They will not be discriminated against and any negative attitudes or remarks made to or of children with special educational needs will be discussed.

We will be active in seeking advice and approach agencies to ensure the children's needs can be met. Young people with a Special Educational Needs (SEN) Statement will be supported by the home. The home will attend Annual Reviews of the SEN statements and Individual Educational Plan (IEP). The home will work within our education policy, ensuring all children who have SEN will have their needs met.

Teachers at **Mountwood Academy** are responsible for planning and providing a curriculum to meet the specific needs of children and young people. The curriculum will reflect the context and environment of the school and the needs of each learner's special educational needs.

Mountwood Academy is registered with the National Autistic Society to gain Autism Specialist Accreditation. This is an ongoing process whereby our policies and procedures are adapted to incorporate the necessary accreditation standards. All staff will undertake appropriate training through the National Autistic Society

- All children and young people at **Mountwood Academy** have an entitlement to access a broad, balanced and relevant curriculum. In most cases this will be defined by the National Curriculum framework but **modified** to accommodate the specific learning needs of the individual and afford the learner the opportunity to achieve their potential.
- Every child and young person, whatever their background or their circumstances, will have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- There will be an emphasis on the personal growth and development of each individual learner to:
 - promote a sense of self-worth and personal identity;
 - enable them to relate well to others and form good relationships;
 - raise self-awareness;
 - help them to deal well with their emotions; and
 - have secure beliefs and principles to distinguish right from wrong.
- The curriculum provides a range of enhanced learning experiences including where possible, outdoor education, work related learning, community activities and college links

Following admission to school, all children and young people will be assessed, so that each learner will have a learning programme and targets that allows them to leave school, where

possible, with well-developed social and communication skills and skills in English, Maths and ICT. Progress in learning and personal development will be frequently assessed so that targets and learning programmes can be regularly modified.

- For some learners, in meeting their entitlement to access the curriculum the school will need to plan for, and provide, specialist learning resources and support as defined within their statement of special educational needs.
- Learners will be helped to understand how they learn, to think creatively, to take risks, handle change and, as far as possible, take responsibility for their learning, to solve problems and, where possible, work independently.
- Learners are actively involved in the assessment of their progress and achievements so that they know how well they are doing, what they are aiming to achieve, how they can reach these goals and identify their next steps in learning. Progress is then recorded using PIVATs where appropriate.
- By the time they leave school, all children and young people will have been supported in making progress and gaining success so that they are able to continue with their next stages of education or have access to employment opportunities.

We also believe that learning:

- is a lifelong skill that goes far beyond school days and traditional classroom environments;
- can take place in a variety of settings;
- is more likely to take place when conditions for learning are best matched to a child's individual needs; and
- is more likely to be successful when the child/young person is involved in planning for his/her learning and has some responsibility for it.

However, we recognise that many children we care for have:

- missed a lot of schooling and have significant gaps in their learning;
- disengaged from some or all aspects of their learning or have become disaffected with it;
- lost confidence in their ability to learn;
- poor self image of themselves as learners; and are
- reluctant to return to some or all aspects of learning for a variety of reasons.

Assessment and recording

Assessment is incorporated into all curriculum planning. Pupils progress is shared at all review meetings and is included in the end of year school report.

Pupils are able to study for a wide range of accreditation.

Guidance and Support

- Integrate different staff disciplines into a coherent service
- Introduce Quality of Life indicators (QoLi) across extended curriculum
- Develop training in teaching and learning for support staff
- Build and maintain staffs relationships with promoting active participation in choice about curricular and extracurricular activities

Having a focus on ASDAN accreditation within the Education department has opened an opportunity to involve support staff in construction of an extended curriculum for all pupils. This will require a comprehensive training effort to enable the effective participation of support staff in the curriculum. This work will be complimented by the introduction of a 'hybrid' learning/care mentor role acting as a bridge between care and education.

Arrangements for Education Reviews

Annual SEN statement reviews are a legal requirement and are held to

- to re-examine the Statement of Special Needs (where appropriate);
- to evaluate progress since the last review;
- and to plan for the next 12 months.
- From Y9, reviews will include Transition Planning.

Transitional reviews - are held for pupils in Year 9 and subsequent years to formulate a Transition Plan to help plan for future needs and again at the end of Y11.

Enjoyment and Achievement

Activities

All young people placed at Mountwood Academy are given opportunities to participate in appropriate leisure activities which take account of their race, culture, language, religion, interest, abilities and their disabilities. Any young person who has a pursuit is encouraged and supported to follow their particular skill.

Birthday, cultural and religious festivals are celebrated where appropriate and the young people placed with us are encouraged to plan and negotiate leisure activities and special events with members of their staff team. We also ensure that special occasions are followed with family members such as birthdays, Christmas, mothers and fathers days and the young people are provided with the opportunities to make or buy presents and cards to send to their family members.

There are lots of Community resources in the local area for activities including Leisure centers, activity clubs and classes, youth clubs and volunteer organisations. Other activities that are available to the young people include swimming, badminton, squash, tennis, football, cycling, walking, ice-skating, rollerblading, Go-Karting, horse riding, guitar lessons, dance classes, music and singing lessons.

The young people are encouraged to read; to participate in art and crafts. Children are encouraged to explore their artistic potential through art and craft, music, poetry, song, creative writing. Resources are available within the home for the young people to be able to take part in these interests.

The staff team helps the young people to choose and plan activities. The staff will use keyworker sessions and young person's meeting as an opportunity to suggest and support the young people with new or existing interests. The young people are encouraged to join in community activities such as youth club, scouts or trampoline club or a specialized disco for young people with learning and physical disabilities.

We recognise those young people with diverse ethnic backgrounds may have specific needs which relate to their culture. We will liaise with specialist agencies and communities to ensure their health and cultural needs are met and promote multi-cultural awareness in the home to further understanding to staff and young people alike, and will support any resident in forming links with others of their religious persuasion in the local community and will provide materials necessary for them to follow their chosen religion and/or continue their faith or belief. The young people enjoy the variety of foods provided and are educated to promote cultural awareness.

Health

Meeting health and medical needs

Staff have an important role in promoting an awareness of health issues and ensuring a healthy lifestyle is encouraged. At a basic level this involves providing good nutrition, ensuring adequate sleep and a proper regard for safety. At Mountwood Academy we have a full time learning disability nurse who works closely with the care staff, parents, carers, placing authorities and local health organisation's, to ensure we take the opportunity to manage the young people's health needs, but also work towards preparing young people to take care of their own health and wellbeing. Young people's health needs play an important part in their development and as such it is vital that any such needs are addressed promptly.

It is our aim that all young people placed with us are healthy and happy and one way we achieve this is by making sure they are medically well cared for.

All young people when they are admitted to Mountwood are registered with the local GP, dentist and optician. The local surgery has male and female doctors available therefore allowing the children to have a choice of GP and of their own sex if preferred. Should it be necessary the GP can refer patients to specialist clinics at our local hospital which is Preston Royal Hospital. Some of our young people may need to attend a more specialised hospital to meet their needs such as Alder Hey or Manchester Children's hospital which staff would ensure appointments were attended and any follow ups required are actioned.

We keep an up to date health record on each young person which contains all relevant information e.g. routine checks, illness, medication etc. All the young people have regular keyworker sessions where they are able to raise any concerns they may have regarding their own health & these are acted upon quickly. All the young people's medication is reviewed on a regular basis in line with their individual needs. All the young people all so have a regular annual health assessment in order to make sure that the home is meeting their individual needs.

For some of our young people where it is felt 'weight' is an issue we strive to put in place action plans to address any issues with a weight monitoring chart. Within this we keep clear records of young people's weight, their specific food intake and consultations with any external agencies involved such as dieticians and GP's. We also look to put together interactive exercise programmes and encourage the young people to take part in an active lifestyle. Dependant on the levels of need and agreement around weight issues and dependant on individual young people as a multi agency as to where and how often weight checks are carried out.

However short the placement with us at "Mountwood" we believe in proactive education regarding health issues. Care staff members follow co-ordinated programmes, which will cover healthy living and eating, care of your body, personal hygiene, infectious and transmittable diseases, female sanitary care and awareness, contraception, family planning, alcohol, solvents, drug abuse and smoking.

We form positive links with health professionals working with the Looked After Children's Nurse Colette Lawler and the CAMHS team at Ellen and Shawbrook House to create a holistic care programme for our young people.

The staff team attend mandatory training and workshops, in order to promote health and well-being. Examples of training are; Health and Safety, Administration of Medication, First Aid, Food Hygiene, and promoting equality and valuing diversity. Specific training can be sourced around individual needs at the point of referral and placement.

Positive relationships

Contact with family and peers

Every opportunity will be taken to encourage the maintenance of appropriate family links, and to help parents build upon or in some cases re-establish contact with their children. In partnership with a young person's parents and family (where appropriate) social worker and placing authority, members of staff at Mountwood Academy are committed to assisting each young person in planning for their future. We are also committed to assisting each young person in planning for their future. We are also committed to support and supervise family contact were it is felt necessary and useful either to meet their families at the family home or at a neutral place if this is a feasible option. Young people can phone their family and friends from the house.

Where children are placed outside their home area, there is specific focus on practical arrangements that need to be put in place to ensure that young people maintain supportive contact with their social workers, with their families and friends; and with their home area.

Arrangements for contact, and any restrictions in contact, will be agreed with the Local Authority prior to admission. We will record details of contact visits in accordance with the regulations; these will form part of the case record and be available to the Local Authority. We will keep the Local Authority informed of our views on the contact arrangements. In special circumstances, that may have been specified by a Court Order or agreed as part of the individuals care plan the placing authority may request Mountwood Academy Ltd to restrict contact or visits from certain people.

There are ample facilities within the home to make contact arrangements work, ranging from accommodating private contact within the child's own space to supervised contact. Parents, family and friends etc are welcome to share meals provided that this does not conflict with the contact arrangements or impede the smooth running of the home. The home aims to ensure that a welcoming and congenial setting is available for all visits.

If a child has a mobile telephone a contract will be drawn up regarding its use; if the child is unable to adhere to the agreement the details may be changed or the phone withdrawn or its use supervised according to need.

Young people are encouraged to build and maintain positive relationships with peers. This is encourage through meeting new people on activities, clubs or when out in the local area. Staff support these relationships and encourage the young people to organize activities, tea visits, spend time in the local area, communication on their mobile phones and social networking (if appropriate to the young person).

Within the welcome booklet young people are provided with the procedures for visitors to the home. No young person is expected to see a visitor that they do not wish any contact with. No visitor to the home will be allowed contact with any young person residing there apart from the young person they are visiting.

Young people have access to a telephone which is located in an area within the home that ensures privacy. At the initial planning meeting an approved list of contacts is agreed.

Protection of children

Behaviour Management and Safety

- Embed Positive Behaviour Support as the Academy approach to managing challenging behaviour
- Collect baseline data on physical intervention and work to reduce the frequency of incidents
- Train all staff in ethical approaches to reactive management

- Develop Positive Behaviour Support plans for all students who require it

The Academy has used Team Teach for managing physical intervention.

Promoting Positive Behaviour

Control at Mountwood Academy is maintained on the basis of good personal and professional relationships between staff and the young people in our care. It is recognised that a home in which good behaviour is praised and rewarded is a preferable alternative to the punishment of negative behaviour and that by providing a positive, supportive and safe environment, staff may be able to divert a young person's energies away from destructive and inappropriate behaviour.

We will not be able to eradicate a young person's behaviours overnight and in order that our home may function as a harmonious community there are some boundaries and restrictions on certain types of behaviour.

Accordingly when limits are set, they are consistently applied by staff and are discussed with the young person concerned so that they know why a particular action has been taken.

At Mountwood we believe in positive reinforcement and this supports staff in promoting positive behaviour and dealing with negative behaviour. As a team we believe in holding regular briefing meetings where we are able to discuss each young person in relation to their behaviour and work as a team to put in place behaviour management strategies and positive structured reward systems to develop the young people to a positive approach to life.

At Mountwood we have had support from a Positive Behaviour Support programme which we now put into place for all our young people on admission to assess their behaviours and functions which enables us to put in place strategies and support for the team to manage the behaviour and reduce negativity.

Physical Intervention Policy

As a general rule, physical intervention of any young people is not acceptable and is rarely used and only if the young person is at risk of harming themselves, others, or of seriously damaging property.

If physical intervention is used then all R.O.C. (Northwest) Ltd staff members follow the guidelines of the Team Teach training programme.

Further details of the Team Teach training programme are available from the Registered Manager.

Unauthorised Absence of a Young Person

Any young person will be considered "missing" when they have left the Academy (**school** or **home**) without permission and their whereabouts are unknown, or when they have failed to return at a pre arranged time. Once it is suspected that the young person is missing a careful search of the premises will be initiated. If after this search there is still no sign of the young person and a period of twenty minutes has elapsed then the young person's absence will be reported to the police.

During **school hours** a missing child must be reported to the **Principal** or his/her deputy in their absence, who in turn will report the absence to the police. Out of school hours in the **home**, a duty member of staff will report the matter to the police and then notify the young person's social worker (EDT if at night) and the family if this is deemed relevant. All paperwork with times of phone calls will be kept.

It is our policy that if there is any doubt regarding the safety of any young person, the police will be notified immediately.

When a young person returns to the Academy (**school** or **home**) either through their own volition or returned by police or staff members we will see to their needs and at some appropriate time discuss with them why they went missing. A young person has the right to speak to or request a visit by their Social Worker or Independent Visitor.

In the local area we have a Missing From Home Officer who will come out to talk to young people to ensure their well being when there has been an incident of missing from home within the home. Her name is Juliet Duffy and is based at Preston Protection Unit his contact details are as follows:

Telephone: 01772 209841

Email: Juliet.duffy@lancashire.pnn.police.uk

Leadership and management

Our Responsible individual

Emily Haddock (awaiting registration)

Experience: Emily Haddock has worked with young people with learning disabilities all of her career; the majority in residential special schools. Emily has worked at ROC Northwest since April 2017, working closely with residential care home.

Qualifications: Psychology BSc
Special Educational Needs and Inclusion MA
Qualified Teacher Status

Manager (awaiting registration) – Katie Stephens

Qualifications: NVQ 4 Care
BA (Hons) Community Studies
MA Social Work and Welfare Studies
NEBS Diploma in Management
Registered Managers Award

Experience: Eighteen years in total, including Head of a 14 bed mixed unit for young people with emotional and behavioural difficulties, General Manager of Partners in Care Ltd caring for young people with challenging or emotional and behavioural difficulties and General Manager of ROC Northwest Ltd caring for young people with learning and physical disabilities.

Leadership and management

Staffing Structure		
Post	Number	Qualifications
Registered Manager	1 post	NVQ Level 4 RMA, Autism Level 1 & 2, Grad Cert in CAMHS, PECS, Safer recruitment, BTEC Nat Dip in Social Care, Designated Safeguarding Lead, supervision and supporting staff, medication training, CSE/FGM
Deputy Manager	1 post	NVQ Level 3 working with children and young people, NVQ Level 3 Teaching and Learning, Advanced Team Teach Instructor, Designated Safeguarding Lead, 3 Day First aid at work certificate, Supervision and supporting staff, Safer recruitment, Working towards level 5 Diploma in leadership and management, medication training, CSE/FGM
Shannon McIntyre	1 post	RNLD, Emergency first aid, safeguarding, Phlebotomy, peg, suction, trach, injections, moving and handling
Team Managers	4 posts	Level 3 & 4 CCYP, L 5 Diploma in Leadership for HSC CYP (England) safeguarding, safeguarding Autism, Makaton, First Aid, medication training, Supervision skills, CSE/FGM
Team Development Manager	1 Post	Level 3 CYP, safeguarding, safeguarding Autism, Makaton, Advanced First Aid, medication training, supervision skills, CSE/FGM, sign supported English, equality and diversity, understanding cultural differences
Assistant Team Leaders	4 posts	Level 3 CYP, supervision skills, safeguarding, safeguarding Autism, Makaton, medication training, CSE/FGM, sign supported English, equality and diversity, understanding cultural differences
Senior Support Staff	4 posts	Level 3 CYP, safeguarding, safeguarding Autism, Makaton, First Aid, medication training, CSE/FGM, sign supported English, equality and diversity, understanding cultural



		differences
Residential Support Staff	73 posts	Level 3 CYP, Social Work, safeguarding, safeguarding Autism, Makaton, First Aid, medication training, CSE/FGM, sign supported English, equality and diversity, understanding cultural differences

Staff team

Although the Home and School staff each have their own specific roles and responsibilities at the Academy, they work both independently and alongside each other in collaboration, as one holistic unit, to meet the wide ranging needs of each young person. The education staff provide support in the mornings for the young people's care needs to be met on rise from sleep to ensure they are ready for school. In the holidays the education staff are provided with hours to ensure they still have the relationship with the young people.

Leadership and management

Leadership and Management

- Develop leadership capacity throughout the Academy
- Improve leadership communication through daily managers meeting
- Establish regular briefing meetings for Academy managers
- Develop a culture of continuous improvement
- Improve the arrangements for Directorial oversight of the Academy
- Demonstrate high ambitions for young people with very complex needs to reach full potential

The staff we employ are selected for their ability to deal with the young person's concerns and problems in a professional, caring & nurturing manner and that they have the necessary interpersonal skills to talk with children in a calming, diplomatic, understanding manner, taking into account an individual's beliefs, thoughts and practices. Staff work with the young people in a non-institutionalised manner, friendly but firm, setting boundaries which are reliable without being too rigid. We believe that young people only grow and mature if they are allowed to take calculated risks, gradually taking more responsibility for their own lives and behaviour.

All new staff receive induction training to include topics on ASC, Managing behaviours that challenge, mental health awareness, safeguarding, recording and reporting, learning disabilities, to name a few. Following this they embark on a 3 month Induction programme. All staff receive training in First Aid, Food Hygiene, Health & Safety at work, Moving & Handling, Makaton, Fire training, & Physical Intervention training in the form of Team Teach.

Each staff member receives regular meaningful supervision on a one to one basis, this involves meeting with their line manager for a supervision which covers areas of casework, personal

development and training needs. Notes will be made during the supervision and these will record the salient points of the meeting. A copy of these points will be given to the staff member to read and sign if they are in agreement that they reflect the main points of the discussion. Staff will also have an annual appraisal which enables staff to talk about their performance in their work future training needs and career development. In addition staff team meetings are held each month, helping to create a team who are able to work constructively and consistently together. There will also be thorough & detailed handover process between each shift to improve in the homes consistency & make sure that there are no shortfalls in the day to day running of the home & the care delivered to the young people.

Following Induction Training all staff embark on Level 3 Diploma CYP at College. Staff that have already acquired NVQ Level 3 training will be given the opportunity to embark on further training.

ROC Northwest Ltd are committed to ensuring that our staff are appropriately trained and that all staff are allowed to reach their true potential in the work place. ROC Northwest Ltd is proud to hold the Investors in People Award. All training is constantly reviewed to ensure we comply with current legislation and good practice

Please note that a copy of our Policies, Routines and Procedures can be viewed when visiting Mountwood Academy.

Leadership and management

We feel that giving the young people the opportunity to meet potential members of staff and see how they work before they are offered a job is important. We have therefore introduced that potential staff before they are offered a position, will come and work alongside staff for a tea visit with the young people and join in a group activity.

Monitoring and Review of Home

Inspection Unit

Our local Inspector from the Ofsted Social Care Team has the legal responsibility to inspect Mountwood Academy to monitor the quality of life and quality of care being offered and to ensure that the home are in accordance with all relevant regulations.

Reg 44 Visits

The Independent Regulation 44 Visitor will visit the identified home once per calendar month, these visits will be unannounced and may also be out of office hours at times to ensure appropriate consultation with the children and young people.

Before leaving the home the Independent Regulation 44 Visitor will provide bullet point feedback about the findings of their visit to the most senior member of staff on duty, usually the Manager or Deputy Manager and then provide a written report in a timely fashion.

Concept in care consultancy complete our Reg 44 visits, CCC have a team of qualified and experienced professionals who are able to provide a range of high quality independent social care services that will motivate and empower practitioners in promoting positive outcomes for children, young people and their carers. CCC are fully aware of ROC Northwest's systems and are competent in inspecting our home to ensure we comply with regulations.

Compliance Visits

Within Mountwood we also receive compliance visits from the authorities that place young people with ourselves. These visits are usually organised but can happen unannounced. The role of the visit is to ensure the home complies with the authorities standards for a standard of care.

Care planning

Personal Care Plans & Risk Assessments

All the young people residing within a ROC Northwest establishment will have a thorough & detailed Personal Care Plan which will be developed in partnership with the young person. Information will be gathered prior to admission from authority documentation however this will also be a live document which will be developed contemporaneously as each incident occurs identifying positive strategies & affect behaviour management techniques for that individual young person. This will be a day to day guide on supporting the young people giving limitations, boundaries & structure to their lives. As well as including the best methods in supporting them when in crisis. As part of our positive behaviour support plans, we will include there will be details on the types of behaviours that occur, regular occasions they occur & what they look like.

In addition to this there will be a personalised plan which the young person has been involved with where appropriate, on how to best manage themselves when in crisis. This also includes details of appropriate physical intervention as well as the debriefing process. Mountwood Academy puts great importance on the debriefing process, this is a learning curve for all involved in how incidents can be managed better in future, as well as an opportunity to work closely with the young person to develop coping strategies for future. The desired outcome from these incidents is that there is a development in the young people's relationship with one another & staff & relationships are improved.

Fire Precautions

Fire drills are practiced and recorded regularly. The local fire officer has inspected "Mountwood" and any recommendations made have been fully instigated.

We ensure all adequate precautions are taken against the risk of fire and that adequate arrangements are made for warning of fire and for the evacuation of the building in the event of fire.

The building has a full fire alarm system which is tested every week. Fire regulations are followed and fire drills are carried out at a minimum of quarterly periods or more often for new residents or staff and recorded accordingly. It is important that all young people new to Mountwood are shown the fire exits

and assembly points. As part of the induction process all staff sign the fire record book to ensure and provide evidence that they are fully aware of procedures and need for vigilance.

Any outbreak of a fire requiring evacuation of our house by the young people will be notified to the responsible authority and the home's registered Inspection Unit.

Each new young person and member of staff are provided with a fire drill to ensure they are aware of the sound of the alarm on it activating and where the evacuation points are within the building.

Admission Criteria

Before offering a placement to a new young person we will take into consideration:

The needs of current young people already placed with us, including the complexity of need, mix of young people, age, gender and maturity. We will carry out a matching risk assessment to ensure we can meet the needs of the young person and in particular when they are mixed with the needs of the young people already placed with us. We will always carry out a visit to assess and meet the young person and present carers/education providers to have a better understanding of their needs and care package required. Where it is felt there is not enough supporting evidence to place the young person in our care, further information or discussions with other services and professionals will be requested before a final decision is made on a placement.

Care planning

We will offer a placement to a young person if:

After reading the reports, meeting the young person and we genuinely believe we can provide a safe, caring environment for that person and that we can address, with some success, their needs. We will put an extensive care package together in the form of a detailed care plan and risk assessment. This includes arrangements on how we will support individual young people to meet their cultural, linguistic and religious needs.

We would never offer place if:

We truly believed that we could not appropriately meet the needs of the young person. We will also provide the placing authority with a full explanation for our refusal in writing.

Planned Admissions

When a referral is made to ROC Northwest Ltd and there is a placement available at Mountwood Academy, we send the referring agency a referral information form. If on receipt of this completed form it is considered appropriate to move forward then the following procedure is instigated.

1. Young person's social worker is contacted to arrange a pre-admission meeting and to ensure that all appropriate information regarding the young person is forwarded to ROC Northwest Ltd. This information should include educational reports, psychological assessments, social history, court proceedings and present situation regarding the young person.
2. A member of the management team from care and education will always visit the young person at their present abode to discuss the possibility of a placement and to answer any questions the young person might wish to ask.
3. The social worker and any other relevant professional involved in their care will be invited to visit the Academy, before admission, to ensure the placement and environment is

suitable in meeting the young person's needs.

4. The young person should have the opportunity to visit the placement before admission to meet the staff group and ask any questions regarding his/her placement with us. Where this is not possible photographs will be provided to the young person in a format to meet their individual needs in understanding the process of their move.
5. A pre-admission meeting will be held between the Placing Authority and ROC Northwest Ltd to discuss an initial "Care Plan" and an appropriate Curriculum Pathway for the young person, and an agreement reached regarding the placement's desired outcomes.
6. ROC Northwest Ltd will submit to the placing authority a copy of their "Service Agreement" which sets out the terms and conditions of service provision.

Care planning

For an emergency procedure placement to be successful it is important that the manager and staff at Mountwood Academy are given **full** details regarding the young person's present situation and background so that a professional and proper decision can be made regarding the feasibility of a placement. If we do not receive the full essential and detailed information about the young person we will not admit a young person due to the risk it may pose to the other young people residing within the home.

On receipt of a completed referral form, managers at ROC Northwest Ltd will meet to discuss if they believe the needs and care of the young person can be successfully met. An answer will be given to the authority within three working hours. A visit will always take place before any final decision is made on the move of the young person.

If ROC Northwest Ltd agrees to take the emergency placement then a "Placement Agreement" confirming placement, fees and initially how long the young person will be in our care will be faxed to the placing authority.

On return of this signed "Placement Agreement" by fax, ROC (Northwest) Ltd will:

- Ensure staffing is in place and accommodation is ready to receive the young person
- Will collect the young person from any destination in the UK and bring back to Mountwood Academy

On arrival at Mountwood Academy the young person will be allowed to settle and made to feel at home. He/she will be provided with a welcome meeting initially to provide them with a young persons guide which provides them with detailed information about the home. For our young people with complex communication needs this can be put into a symbols format which is easier for them to comprehend. The welcome meeting will also ensure the young people have a tour of the building and the opportunity to meet other staff and young people, find out about their likes/dislikes and ensure the young person is part of a fire drill so they are aware of how to exit the building in case of a fire and know the sound of the alarm. They will also explain basic rules and routines of the home, expectations staff will have of the young person and what the young person can expect from the staff. The young person will then be allocated a key worker, whom they have got to know and have begun to develop a positive relationship with who will be responsible for supporting the young person in meeting their care needs, developing their care plan and risk assessment, creating review reports

from factual information and the young person's views and providing opportunities on a fortnightly basis to sit down and have a discussion to ensure they are happy with their care.

During the first 48 hours emphasis is placed on allowing the young person to settle, find their bearings and getting to know the staff that will be working with them. This is a crucial time and every effort is made to create an atmosphere where the young person is made to feel safe, cared for and wanted. The young people will be supported on a staff ratio they were admitted to the home with. They will be provided with a high level of support and care from a team of experienced and qualified staff.

An assessment of the young person will be started during the second week of placement and last for a period of three weeks. A copy of their assessment will be made available to the young person and the social worker. The findings of the assessment should be reflected in the young person's care plan. The young people as much as possible are involved in the creating of their care plan and their views are always taken into consideration.

Throughout the placement the statutory Child in Care Review System will be operated. The placing authority is responsible for arranging and conducting any reviews.

If a young person comes to the home as an emergency placement a placement review meeting will be held within 72 hours.

Arrangements for Statutory Child in Care Reviews

Section 26 of The Children Act 1989 updated 2004 requires that "Looked after Children" have their Care Plans regularly reviewed.

ROC (Northwest) Ltd aim to ensure that placing authorities follow the statutory review system:

- The first review in placement will be shortly after 28 days, unless there has been an emergency placement which requires a meeting within 72 hours.
- The second no later than 3 months.
- Regularly every 6 months later.

Due to the nature of the referrals we believe it may be necessary, on certain occasions, to hold reviews more frequently than this.

Discharge Procedure

In most situations the young person's discharge/ leaving Mountwood Academy will be planned and agreed amongst all relevant professionals involved in the care, education and support, including the young person and will be achieved with the up most professionalism and sensitivity. We believe that all young people should be given a smooth transition and all effort will be made to meet and provide a transition meeting where all parties are agreed in the process for the young person moving on. We ensure the young people's belongings are packed with dignity and are provided with holdalls and boxes for them to be packed away. At all times the individual needs of a young person are always taken into consideration with all relevant professionals to meet the best interests of the transition. This may mean for some young people they have a shorter or longer transition period according to their needs, wishes, preferences and understanding.

Transition Arrangements and Leaving Care

Mountwood Academy will help a young person to achieve as great a degree of independence as possible up to the time of leaving. Detailed planning will take place in the time leading up to leaving in order to ensure that appropriate and agreed plans are in place for their educational entitlement, so that the young person's needs are fully met during the next stage in his or her life. There will be early and full consultation with providers of through care and after care services to ensure smooth transition.

Monitoring and Surveillance

Electronic Surveillance

Occasionally our homes may also be asked by a local authority to use an individual monitoring device such as a baby alarm to monitor a young person through the night for example a young person with epilepsy. Written permission is sought if they are used. We use a Motorola baby video monitor where a small camera is placed in the bedrooms by the young persons bed and only switched on once the young person is in bed and the screen is monitored by the waking watch for the floor to monitor for any seizure activity throughout the night. In the morning once awake these are switched off and stored until the evening.

Privacy & Access

Young people's privacy should be respected. Unless there are exceptional circumstances, staff should knock the door before entering young people's bedrooms; and then only enter with their permission.

The exceptional circumstances where staff may have to enter a young person's bedroom without knocking or asking permission are as follow:

- To wake a heavy sleeper, undertake cleaning, return or remove soiled clothing; though, in these circumstances, the young person should have been told/warned that this may be necessary.
- To take necessary action, including forcing entry, to protect the young person or others from injury or to prevent likely damage to property. The taking of such action is a form of **Physical Intervention**.

Young people at Mountwood can access all area's of the home, apart from the staff sleep in bedrooms and the office.

