

Culcheth House

Contents

Page Number

Introduction	Page	2
Quality and purpose of care	Page	3 - 10
Views, wishes and feelings	Page	11 - 12
Education	Page	13 - 14
Enjoyment and achieve	Page	15
Health	Page	16
Positive relationships	Page	17
Protection of children	Page	18 - 19
Leadership and management	Page	20 - 21
Care planning	Page	22 -24



Introduction

“Culcheth House” is part of ROC Northwest Ltd. It provides services for children which are consistent with The Children Act 1989 Guidance and Regulations Volume 4 Residential Care and the Care Quality Standards, Children Homes Regulations (Care and Standards Act 2000).

You can contact us at “Culcheth House” or by contacting our main office address at:

ROC Northwest Ltd
Unit 2,
South Preston Office Village,
Cuerden Way,
Bamber Bridge,
PR5 6BL

Telephone No: 01772 330 187

E-mail: info@rocnorthwest.co.uk

Web Site: www.rocnorthwest.co.uk

(Work address of Katie Stephens)

Culcheth House
Holcroft Lane
Warrington
WA3 5AE

Telephone No: 01925 766108

E-mail: Katie.littler@rocnorthwest.co.uk

Web Site: www.rocnorthwest.co.uk

(Work address of Katie Littler)

The following information contained in this booklet outlines Our Statement of Purpose and the approach ROC Northwest Ltd takes when working with the children at “Culcheth House”. This booklet does not contain all our policies, procedures and routines but these are available on request. Please note that a copy of our Policies, Routines and Procedures can be viewed when visiting “Culcheth House”.

Quality and Purpose of Care

The children referred to “Culcheth House” usually require short/medium or long term care away from their family environment and may have a range of learning, emotional, behavioural and social needs.

We can provide placements to

- Five Children
- Of either gender
- Who require short/medium or long term care
- Aged from 7 to 18 years of age

We will consider referrals for children who:

- Are victims of abuse, physical, sexual or emotional
- Are going through some form of crisis in their lives
- Have problems with their sexuality
- Have offending behaviour
- Have learning difficulties and that display challenging behaviour
- Unaccompanied asylum seekers, who are under 16 years old, may be placed at Culcheth House. In this event, special provision would be made for their cultural, language and religious needs, in conjunction with the appropriate services

We will not offer a placement to children who:

- are habitual offenders
- Have a physical disability

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

Quality and Purpose of Care

The Home's statement

Our mission at "Culcheth House" is to offer children in crisis a family environment where they can settle, relax and bring some stability to their lives. An environment where they will receive understanding, encouragement and support from adults who care and are trained to work in a professional and non-judgmental way. Our staff will work hard to lead the children towards reaching their full potential and prepare them for the responsibilities of future citizenship.

We aim to offer each child placed at "Culcheth House" a safe, stable, caring and nurturing environment that will bring some stability to their life. Where each child is able to develop, equipping them with the skills to make responsible choices and cope well as individual citizens. We aim to treat each child as an individual with a variety of individual needs that are addressed in a positive and progressive manner as part of a clearly defined care plan.

We believe that each child is an individual and is entitled to respect, courtesy and full recognition of their rights. We operate a caring, nurturing home with clearly defined expectations and boundaries that is responsive to the child's immediate needs and where they can be tolerated when feeling anti-social, yet treated consistently and firmly and where attitudes on the whole seem to be fair. We aim to work with children at a realistic pace and in an age appropriate manner, which encourages personal growth and emotional development enabling them to accept and manage feelings, both positive and negative, and respond appropriately promoting a high level of self-esteem.

We believe that the welfare of the children in our care is our number one priority. Children who come to stay are placed in an environment that offers them safety, security and care where all members of the staff team working with them have the skills and abilities to help and support them with the range of difficult behaviours they present.

Each child is recognised as unique with specific needs and beliefs that requires individual assessment and planning. They have the right to be consulted about the decisions being made about his/her future and where possible his/her feelings taken into consideration.

Each child is valued and shown respect and courtesy from our staff team who will give them every encouragement and support in reaching their full potential.

Quality and Purpose of Care

Ethos, aims and outcomes

- To provide a safe, structured and nurturing care experience where the child can be tolerated when feeling anti-social, yet treated in a consistent, firm and fair manner. All staff will be appropriately trained in safeguarding procedures and whistle blowing practices. All children will be treated as individuals and support will be put in place to meet their personal needs.
- To provide routines and procedures that will provide some structure and security for the child but be flexible and unobtrusive in order to meet his/her needs. This will be done through a holistic approach with realistic expectations put on the children to aid in their own development through a structured environment.
- To create an atmosphere/environment which reflects that of normal family life. In doing so, encouraging the child to feel very much part of the “family feel” by participating in the daily running of the house and developing relevant, semi-independent living skills. This will be achieved by the home placing normal values on the children and undertaking family events such as group outings to promote the relationships.
- To provide a living situation where each child works alongside staff on their individual care programme which best meets their needs and incorporates the best possible emotional, physical and health care. The home will be staffed on an individual assessed staffing ratio in line with the needs of the children to make sure these are fully supported.
- To unobtrusively assess the child during the first weeks of their stay at “Culcheth House” to ascertain their immediate needs and help to plan a more detailed and supportive Care Plan. This is done through the admission process as part of a 28 day assessment period.
- To create an atmosphere where the children are praised and rewarded for positive behaviour and supported, encouraged and helped in times of trouble and negativity. We adopt a reward vs consequences structure where the children are praised for their positive achievements to promote them achieving their full potential.
- To provide a high staff/child ratio enabling a high degree of individual support and attention for each young child. The home will be staffed on an individual assessed staffing ratio in line with the needs of the children to make sure these are fully supported.
- In all situations it is intended to provide each child with an individually designed care programme to enable them to develop skills and maximise potential through participation in a range of activities in a stimulating, positive and safe environment. All the children will be designated with a keyworker who will work with them in partnership to identify and develop on flaws to support them in developing these areas.
- 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. This will be done by all staff being trained appropriately and practice will be monitored, discussed and developed so that as a team we deliver the best possible care to the children residing in the home.

Quality and Purpose of Care

Culcheth House

Statement Of Purpose

- To provide this service for 24 hours per day, 7 days per week, 365 days of the year through appropriate and adequate staffing for the home to meet the needs of each child.
- To ensure the child feels safe, secure and cared for. This will be achieved through having the children contribute towards the home and their own thoughts and feelings being sort on a regular basis through the children's meetings and keyworker sessions about the home.
- Promote opportunities to help all children, whatever their ability, to achieve their full potential. Through an individualised approach to each child, staff will work closely with them to help them achieve their full potential by seeking appropriate support from other professional in the specific fields and calling upon the life experience and skill set of each individual staff member
- To bring some form of stability to the child's life by the home having structure, routine and staff working together in partnership in a consistent approach to meet the needs of the children.
- To make the child smile through positive experiences.
- To use the PACE model to aid a therapeutic approach with our children. PACE focuses on the whole child, not simply the behaviour. It helps children be more secure with the adults and reflect upon themselves, their thoughts, feelings and behaviour, building the skills that are necessary for maintaining a successful and satisfying life.
- To create opportunities that brings the child some success thus giving them some insight into a better future. This will be done in a supportive manner where the children will be tested but guided through new experiences to let them achieve success.
- To provide a service that will assist the children to settle, stabilise their behaviour and allow them the time, opportunity and support to make decisions about their future. Through adopting consistent, firm but fair approach the children will be supported through the day to day expectations of society and supported in their own decision making.
- Develop individual care programmes to meet the needs of each child. Staff will work in partnership with the children to identify areas of development and support each child in developing personal coping strategies to modify their behaviours and develop them into a well-rounded person.
- Work in partnership with children, their families and significant others through regular contact and updates so all are aware of each child and we are all working towards the same desired goal to provide a united front.
- To assist the children, 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;
 - The home area
 - To their family/foster carers
 - To semi /independent living accommodation.

Quality and Purpose of Care

Culcheth House is a five bedroomed detached house, which has been specifically adapted to suit the needs of a children's home, for the accommodation of five children of both sex between the ages of 7 and 18 years old on admission. The accommodation is decorated to a high standard, which is conducive to providing a friendly and homely atmosphere.

In the main house we have four children's bedrooms and then we have a self-contained house next door for one child to help to promote and support semi-independence.

The maintenance and décor of the home is an ongoing project, which the children are encouraged to have some input into. We believe in involving all of the children with any project that is to be completed within the home. The rationale behind this is to give a sense of belonging and commitment to the home.

We recognize the importance of the need for both companionship and privacy. We have one large communal lounge, which is aesthetically pleasing and comfortable and equipped with a Television, a DVD player and a games console, there are also a number of reading books and board games on offer. The home has a dining area where the children can benefit from the family experiences that are had when eating a meal. The home has a fully fitted kitchen, with all the modern appliances and a conservatory. There are five bedrooms all en-suite, for our children and the two offices will be used as sleep in rooms for staff.

Each of the children's bedrooms is warm and bright and 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 child is given a room budget, this is to promote the children taking ownership of their surroundings. We provide a TV and CD /radio in each bedroom.

Outside there is a large Garden and a parking area for vehicles.



Where are we based?

Location

Our home is located in the village of Culcheth in Warrington. It is a large detached property where we look after 5 children. We aim to ensure that our house reflects that of a family home where children feel safe, relaxed and cared for in a non-institutionalised setting.

Within the local area there are a range of cultural and recreational facilities including parks, libraries, and 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 within the town centre of Warrington.

We have one large communal lounge, which is aesthetically pleasing and comfortable and equipped with a Television, a DVD player and a games console, there are also a number of reading books and board games on offer. The home has a dining area where the children can benefit from the family experiences that are had when eating a meal. The home has a fully fitted kitchen, with all the modern appliances. There are five bedrooms all en-suite;

Each of the children's bedrooms is warm and bright and 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 child is given a room budget, this is to promote the children taking ownership of their surroundings. We provide a TV and CD /radio in each bedroom.

Outside there is a large garden and a parking area for vehicles.

Quality and Purpose of Care

Cultural, linguistic and religious needs

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

If a child 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 within Culcheth House will always actively support children in pursuit of their beliefs, whether that is by providing a certain choice of food or preparation of food, or by ensuring that the child has transport to and from their chosen place of worship. 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.

In meeting the needs of children 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 child's self-esteem.
- Provide the child 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.
- Children will be supported to practice any religious faith they wish to choose or any cultural norms for their society.
- Encourage acceptance of the children's race in a positive way and not dismiss their race and color as insignificant.
- Challenge racism in whatever form presented.

Complaints

The home recognizes the vulnerability of children living away from home and how difficult it can be for them to make complaints, especially against adults caring for them. The atmosphere in the home is conducive to children expressing their concerns and staff are committed to solving problems as they arise. If the child is in agreement, complaints can be made on their behalf; for instance by their independent visitor, through an advocacy service; or through their family.

Culcheth House has a full written complaints and representation procedure, which is shown and explained to every child on their admission; they are subsequently reminded of their right to complain. In most cases the concerns of the individual can be resolved informally, without invoking formal procedures. Additionally, children are actively encouraged to seek outside support through their families, referring social services department, Ofsted, Regulation 44 Visitor, advocates or services such as 'Child line' if they have concerns that they wish to discuss.

There are child friendly complaints forms. All staff have training on how to deal with a complaint, and who to report the complaint to. Staff are aware of the role of Ofsted and the Regulation 44 visitor. There are procedures in place for addressing complaints made about the Manager. A log is kept of all complaints made and is available for inspection by Ofsted, the Regulation 44 Visitor and the children's social workers. The Manager reviews all complaints and records outcomes. The child's voice is always included.



Culcheth House

Statement Of Purpose

A child 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 child did not feel that they were being listened to. The nominated officer would then make arrangements to visit and speak to the child and follow up with any subsequent actions.

A list of telephone numbers is listed in the children's welcome booklet to which the child could ring to make a complaint and the address and telephone number of our local Ofsted team which is:

Ofsted Social Care Team

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

The children 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 child would be able to make their complaint to their key worker or the house manager who visits the house daily. Children 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 and is an additional avenue for the children 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 General Manager at our Head Office.

Child protection and behaviour management

ROC Northwest Ltd 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.

All policies and procedures are kept on file within the office of the home and can be accessed upon request to management of the home.

Views, Wishes and Feelings

Child consultation

Culcheth House

Statement Of Purpose

The staff at Culcheth House are expected to work in partnership with children to develop an ethos, which balances each individual's rights and needs with the needs of the group as a whole. They believe that the more involved children are in influencing the day to day running of the home the more they will feel heard and respected and the more they will benefit from their time at Culcheth House.

Each child is allocated a key worker within 24 hours of placement and is offered at least one keyworker session per month, however more can be provided if the child needs an additional session. This time will be spent looking at aspects of the child's Placement Plan and will also offer the child the opportunity to comment on how they are cared for and how the home is run. Keyworkers will also speak to the child's family to hear their opinion of the child's quality of care.

The children at Culcheth House have positive relationships with the staff team as well as their keyworkers and there is always someone they can talk to about any issues or concerns that they want to raise. Staff also consult with placing Social Workers and other professionals involved with children about the overall running of the home.

Children 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 if they wish to be involved.
- Both planned/unplanned Placement Plan sessions.
- Family theme nights.
- 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.

Each child 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 child requested this. Children can request to speak to NYAS at any time during the month and this would be arranged by staff members. An advocate from the National Youth Advisory Service (NYAS) contacts Culcheth via telephone or in person once a month to speak with the children in residence.

Regular feedback is obtained from the children 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 children 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 children fairly and equitable regardless of race, colour ethnic



Culcheth House

Statement Of Purpose

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 child 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 and is an additional avenue for the children 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 residents, 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 children who live in our home, each child 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



Culcheth House

Statement Of Purpose

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. Children 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. Following the Covid-19 outbreak some meetings are still being conducted via video or telephone conferencing.

Education arrangements

We place great emphasis on the education and development of the children at Culcheth House and education plays an integral part of day-to-day life within our environment. We believe that a child's education should suffer the minimum of disruption and arrangements for education as a part of the care plan are taken into account when planning any admission to Culcheth House.

Our primary aim is to ensure that wherever possible children placed with us either continue at their existing school or make a positive and speedy transition to a school identified in the locality.

There is also an emphasis placed on the development of each child's social and future life skills. This is done as part of an independent programme which is provided. Staff work closely with the child and authority in preparing the child ready for leaving care. This is done on an individualised basis for each child and is tailored towards their own personal needs.

Education

At ROC Northwest Ltd we believe that all children:

- Have capacity to learn



Culcheth House

Statement Of Purpose

- Are highly motivated to learn from birth
- Like to learn, to be challenged and to achieve success: and
- Have a right to a broad, balanced and relevant education

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 about the National Curriculum but it is much broader than that;
- 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 is involved in planning for his/her learning and has some responsibility for it.

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

- Lost their way in learning at some point in their young lives;
- 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.

Enjoyment and Achievement

Activities

All children placed at "Culcheth House" are given opportunities to participate in appropriate leisure



Culcheth House

Statement Of Purpose

activities which take account of their race, culture, language, religion, interest, abilities and their disabilities.

Any child who has a pursuit is encouraged and supported to follow their particular skill.

Birthday, cultural and religious festivals are celebrated where appropriate and the children placed with us are encouraged to plan and negotiate leisure activities and special events with members of their staff team.

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

The children 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 children to be able to take part in these interests.

The children are encouraged to join in community activities such as youth club or climbing club, army and navy cadets and other interest groups.

The staff team helps the children to complete weekly activity planners, choosing what they would like to do each week. This will be a combination of in house and out of the home activities. The staff will use keyworker sessions and family nights as an opportunity to suggest and support the children with new or existing interests.

Health

Meeting health and medical needs

It is our aim that all children placed with us are healthy and happy and one way we achieve this is by making sure they are medically well cared for. A record needs to be maintained on how the child is. Repeat prescriptions will be ordered in advance, to ensure that medication does not run out.



Culcheth House

Statement Of Purpose

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. All children will also be registered with a dentist and opticians to assess their needs. We also have close links with the local CLA Nurse. She will regularly visit the home and have open discussion with the children and is available for additional support as required.

However short the placement with us at "Culcheth House" we believe in proactive education regarding health issues. Care staff members follow programmes co-ordinated by teaching staff 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 also have close links with other health professional such as therapist which are provided

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

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.

ROC Northwest – Andy Robinson (Psychotherapist)

Andy is a qualified and BACP registered Psychotherapist working for ROC Northwest as their onsite psychotherapist. Andy receives monthly supervision with a BACP registered supervisor to support his work.

Prior to this Andy worked for ROC Northwest for over 10 years. Andy's work centres around childhood trauma/neglect/abuse (physical, sexual, emotional etc) and he has a vast amount of experience in working with children who are initially unwilling/reluctant to communicate their feelings. Andy is also qualified in suicide awareness, self-harm, transactional analysis, anxiety and depression, anger, CBT, neuroscience etc.

Andy's role within ROC Northwest is to help direct the company and homes with implementing and maintaining a therapeutic environment for children. Andy will support the homes making observations and offering insight on the homes environment and approaches, working directly with the children (either in deliberate therapy sessions or less formally within the home) and working with the management and staff team to offer training on various mental health and psychological subjects relating to the children. It is also important to state that each individual home will require different input/support from Andy. After each visit to a home Andy provides a report, primarily to show progress made and areas of focus moving forward but also to keep the homes informed of what he has been working on/looking at. Any training provided is also included in the reports. Andy also leads one of the induction days to new members of staff at ROC Northwest, which allows all new starters to have a foundational understanding of the importance of therapeutic practice.

Andy will also oversee the ongoing implementation of a companywide therapeutic model, which will not only produce a more consistent therapeutic style across all homes, but also provide deeper and more quantifiable data on how the children's mental health is being supported. Currently the measurement of the effectiveness of the therapeutic input provided is partially through staff and management reports, but also directly through children's feedback.

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 child's parents and family (where appropriate) social worker and placing authority, members of staff at "Culcheth House" are committed to assisting each child in planning for their future. We are also committed to assisting each child in planning for their future. We are also committed to support and supervise family contact where 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. Children 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 children 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.

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.

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

Protection of Children

Electronic Surveillance

Door alarms are fitted on children's bedroom doors to ensure their safety and welfare. These are standard within all our homes and are used when deemed appropriate by the Manager following consultation with the General Manager and a risk assessment will be completed.

Behaviour Management

Here at Culcheth House we adopt a behaviour management approach of focusing on the positive steps a child is making and use reward vs consequence. All our children are supported through a firm, fair and consistent approach which is established through routine. The ethos and culture of the home is one of a normal family environment which is developed through the staff team working in each home and working alongside each child. A warm, nurturing and safe environment is what we aim to provide. Through a consistent approach from all staff within the home following the children's personal behaviour management plans we aim to modify the children's behaviours and prepare them for future life. There are occasions where we use physical intervention, however this is used only as a last resort. If these incidents occur, we support the children and the staff to reflect through each incident and rebuild their relationships.

Promoting Positive Behaviour

Control at "Culcheth House" is maintained on the basis of good personal and professional relationships between staff and the children 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 child's energies away from destructive and inappropriate behaviour.

We will not be able to eradicate a child's negative 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 child concerned so that they know why a particular action has been taken.

Where consequences are felt necessary it is important that these are seen to be relevant and just and that they are never used as retribution, revenge or to be seen as a power thing. They are designed to encourage children to "stop and think" and to make appropriate decisions about their behaviour in the future.

All consequences put into place are with the desired outcome of educating a child on their behaviours and modifying these over time. Ideally these consequences will be of a reflective nature looking back on the negative behaviours and focusing on developing these for futures. Ideally the child, if they have the ability, will be involved in the process of choosing an appropriate consequence for their actions. An example of this would be in the incident of causing significant damage the child would be involved in the process of repairing the damage.

Protection of Children

Consequences could be:

- Restitution

Culcheth House

Statement Of Purpose

- Reparation for damage
- Curtailment of leisure extras
- Additional house chores
- Increased supervision

All consequences administered will be logged in the specific book for this purpose and will include in each entry the name of the child, date of misdemeanour, details of the inappropriate behaviour, names of staff present and nature of the sanction. Each entry will be countersigned by the Registered Manager or General Manager.

Physical Intervention Policy

As a general rule, physical intervention of any child is not acceptable and is rarely used and only if the child is at risk of harming themselves, others, or of seriously damaging property. As part of the children's care plans there will be an individual behaviour management plan which will include details of the physical intervention techniques appropriate for that individual child.

If physical intervention is used then all ROC Northwest Ltd staff members follow the guidelines of the Team Teach training programme. This is one of the approved programmes of BILD and follows Government principles on the use of physical intervention. All ROC Northwest Ltd staff members have received training in Team Teach. Further details of the training programme are available from the General Manager.

Unauthorised Absence of a Child

Any child will be considered "missing" when they have left the house 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 child is missing a careful search of the house, garden and immediate area will be initiated. If after this search there is still no sign of the child and a period of twenty minutes (Unless risk assessment states otherwise) have elapsed then the child will be reported to the police.

After reporting the matter to the police staff will then notify the child'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 child, the police will be notified immediately.

When a child returns to the house 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 child has the right to speak to or request a visit by their Social Worker or Independent Visitor.

Leadership and Management

Our Responsible Individual and Head of Service

Katie Stephens is the responsible individual for "Culcheth House". Katie visits on a regular basis and attends regular meetings. Katie is responsible for all aspects of finance and operational planning. She



Culcheth House

Statement Of Purpose

has considerable experience having run three very successful companies.

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

Experience: Twenty 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.

Our Operations Manager

Elaine Clare is our Operations Manager. Elaine is responsible for overseeing the progress of Culcheth House.

Our Manager

Katie Littler is the Registered Manager of the home, following her fit person's interview with Ofsted.

7 years' experience of working within the care setting previously with older people and for the past 3 years with children, 13 months of which have been as deputy manager within Culcheth House. Level 3 NVQ in Health and Social Care and Level 3 NVQ in Management, qualified in PACE training and Train to Train qualified. Currently enrolled on the Level 5 in Leadership and management.

Katie is a qualified PACE trainer and uses this therapeutic tool with the staff team to support the children at Culcheth house.

See the appendix for details of staffing structure including the experience and qualifications held.

Leadership and Management

Our staffing team consists of:

A minimum of three staff provide care for the children at Culcheth House by means of a flexible rota between 07.30am and 10:30pm each day, seven days per week. Depending on the needs of the children, additional staff will be sought. Two members of staff provide sleep in cover during the night between the hours of 10:30pm and 7:30am with both being sleep in staff members, however Waking Nights are available if required, this is dependent on the needs of the children. During any CV-19 Outbreak, additional sleep in staff may be required, this will be reviewed in line with the needs of the home and a potential lockdown situation. An appropriate base for staff has been identified, should this

The staff we employ are selected for their ability to deal with the children's concerns and problems in a professional, caring and 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 children in a non-institutionalised manner, friendly but firm, setting boundaries which are reliable without being too rigid. We believe that children 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 regarding our policies and procedures with particular detail to Child Protection issues, avoidance of confrontation and confidentiality. Following this they embark on a 3-month Induction programme. All staff receive training in First Aid, Food Hygiene, Health and Safety at work, Moving and Handling, Fire training, and Physical Intervention training in the form of Team Teach. All staff will begin to complete an in house continual professional development programme, seven days after starting employment. This goes on for a two-year cycle. Other training will be provided as deemed necessary in order to support the needs of the home.

Each staff member receives regular meaningful supervision on a one to one basis every two weeks when in probation and then monthly afterwards, 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 week, helping to create a team who are able to work constructively and consistently together. There will also be thorough and detailed handover process between each shift to improve in the homes consistency and make sure that there are no shortfalls in the day to day running of the home and the care delivered to the children.

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 Culcheth House.

Care Planning

Personal Care Plans and Risk Assessments

All the children residing within a ROC Northwest establishment will have a thorough and detailed Personal Care Plan which will be developed in partnership with the child. 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 and affect

behaviour management techniques for that individual child. This will be a day to day guide on supporting the children giving limitations, boundaries and structure to their lives. As well as including the best methods in supporting them when in crisis. As part of our Behaviour Management Plans we will include there will be details on the types of behaviours that occur, regular occasions they occur and what they look like.

In addition to this there will be a personalised plan which the child 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. Culcheth House puts great importance on the debriefing process, this is a learn curve for all involved in how incidents can be managed better in future, as well as an opportunity to work closely with the child to develop coping strategies for future. The desired outcome from these incidents is that there is a development in the children's relationship with one another and staff and relationships are improved.

Criteria for admissions

We will offer a placement to a child if, after reading the reports, we genuinely believe we can provide a safe, caring environment for that child and that we can address, with some success, their needs.

If we believed we couldn't appropriately meet the needs of the child we would never offer a placement and give the placing authority clear reasons to why we felt unable to do so.

Planned admissions

When a referral is made to ROC Northwest Ltd and there is a placement available at "Culcheth House" 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. Child'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 child.
2. If required a manager and staff member from "Culcheth House" will visit the child at their present abode to discuss the possibility of a placement and to answer any questions the child might wish to ask.
3. The social worker should be invited to visit the house, before admission, to ensure the placement and environment is suitable in meeting the child's needs.
4. The child 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.
5. A pre-admission meeting will be held between the Placing Authority and ROC Northwest Ltd to discuss an initial "Care Plan" for the child 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.

Emergency Admissions

In the event of an emergency admission where there is not time to follow standard admission



Culcheth House

Statement Of Purpose

procedures, ROC Northwest Ltd will endeavour to work in partnership with the placing authority to ensure that the child is removed from their point of crisis and re-housed with us in as short a time as possible.

For an emergency procedure placement to be successful it is important that the manager and staff at "Culcheth House" are given **full** details regarding the child's present situation and background so that a professional and proper decision can be made regarding the feasibility of a placement.

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 child can be successfully met. An answer will be given to the authority within three working hours.

If ROC Northwest Ltd agrees to take the emergency placement then a "Placement Agreement" confirming placement, fees and initially how long the child 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 child
- Will collect the child from any destination in the UK and bring back to "Culcheth House".

On arrival at "Culcheth House" the child will be allowed to settle and made to feel at home. He/she will be allocated a key worker who will be responsible for explaining the basic rules and routines of the house, expectations staff will have of the child and what the child can expect from the staff. A Children's Booklet is given to the child that explains much of the information he/she will need to know during their stay.

During the first 48 hours' emphasis is placed on allowing the child 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 child is made to feel safe, cared for and wanted.

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

Care Planning

Discharge Procedure

In most situations the child's discharge/ leaving "Culcheth House" will be planned and agreed amongst all relevant parties, including the child and will be achieved with the utmost professionalism and sensitivity.

Transition Arrangements and Leaving Care

"Culcheth House" will help a child to achieve as great a degree of independence as possible up to the time of leaving care. Detailed planning will take place in the time leading up to leaving care to ensure that appropriate and agreed plans are in place, so that the child'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.

Covid-19 Virus

It is essential all homes refer to the government guidance on the virus and we comply with any restrictions. Risk assessments will be completed if any of the children show symptoms. Although we cannot foresee how this will develop it is essential we keep staff and children safe. The home will try to isolate children who become ill and we will endeavour to keep staff ratio's as they should be. However there may be times when this cannot happen and we will be forced to reduce staffing levels.

The art room can be used as a visitor's pod, to allow visitors (social workers/family) to visit Culcheth, without entering the home, thus reducing the chance of catching/spreading the virus, should they prefer this to entering the main house.

Although the national lockdown is over, we will continue to stay up to date with current guidelines and ensure these are adhered to as much as possible. As it stands most of the staff team have had their first two vaccines and some have also had their booster.