

STATEMENT OF PURPOSE

WASDALE CHILDREN'S RESOURCE CENTRE

**Wakefield Metropolitan District Council,
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WF1 2QL**

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FLANSHAW
WAKEFIELD**

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1. Provide a safe and supportive **PURPOSE OF THE HOME**

Wasdale is a residential home and resource centre for disabled children. It provides planned short-term (respite) care for children on a residential basis. Additionally Wasdale provides non-residential care for disabled children who do not need or want to stay overnight. Care in these situations may vary from a few hours to full day care.

Up to six children can be looked after on a planned residential basis, with the additional capacity for a seventh placement available on an emergency basis.

Care is provided for children and young people of both sexes who are between the ages of 5 to 17 and who have learning, physical and sensory disabilities. The range of disability may extend to a profound level i.e. a combination of physical and learning disability. Children and young people who have emotional and behavioural difficulties, but no learning disability, cannot be provided for.

The needs of all children and young people using the services of Wasdale will be fully assessed prior to commencement and all placements will be approved by the Short Break Panel, except in emergency situations, which are defined as sudden unplanned occurrences resulting in a carer of a disabled child being unable to provide care – eg because of illness/accident.

All residential care will conform to the legal requirements of the Children (short-term placements) Regulations 1995. No one episode of short break care can exceed 28 days, and the total amount of short break care in any 12 month period cannot exceed 120 days (regardless of the number of episodes).

In all situations care is intended to provide:

- (i) Stimulating and enjoyable experiences for each child or young person; to enable them to develop skills through participation in a range of activities.
- (ii) Parents/carers and other family members with the opportunity for a break from the responsibilities of care, with the assurance that their child is being provided with high quality care in a safe and positive environment.

2. THE OBJECTIVES OF THE HOME

- Promote opportunities to help disabled children and young people achieve their full potential.
- Provide accommodation which is suitably adapted and meets the needs of disabled children.
- Provide a safe and supportive environment where children and young people are listened to and encouraged to express their needs, wishes and feelings.
- Promote confidence and independence.
- Provide opportunities for children to make choices.
- Develop individual care programmes to meet the needs of each child or young person.
- Support and work with family members and significant others, in meeting each child or young person's needs.
- Assess and take acceptable risks in order to enable children to develop to their full potential.

3. THE VALUES OF THE HOME

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

- **Dignity and Respect:** Recognising the value of young people, their uniqueness and their right to be treated with dignity and respect. A commitment to treat children and young people well.
- **Equality:** Ensuring that the services and facilities of the home are accessible and available to all. The service provided by our staff should not judge children and young people's circumstances, backgrounds and lifestyles. It should not discriminate on the grounds of race, culture, language, religious beliefs, gender, sexuality or disability. A commitment to treat children and young people fairly.
- **Quality:** Promoting quality services which are based on agreed standards and meet legal and good practice requirements. A commitment to ensure that staff working with children and young people will do what they say they do.
- **Independence:** A commitment to provide opportunities for children and young people to think and act independently whilst ensuring their

safety at all times. To include a child or young persons need for privacy.

- Rights: A commitment to the rights and entitlement as set out in the United Nations Convention on the Rights of the Child.
- Listening: A commitment to listen to children and young people and help them express their wishes and needs in whatever way is best suited to the individual concerned.
- Development and Fulfilment: All encouragement will be given to children and young people to realise their full potential and help them achieve their hopes and ambitions, and to develop their abilities in daily life. A commitment to ensure children and young people have a good start in life.
- Confidentiality: Ensuring that all personal information is treated in confidence.

Alongside these values, we believe that:

- Disabled children are children first.
- All efforts should be made to minimise the effects of a child or young person's disability.
- We have a responsibility to ensure that disabled children and young people in our care are protected from any form of abuse.
- The care we give should provide children and young people with skilled support from committed staff, in a safe, caring and ordered environment.
- We should recruit staff through careful and rigorous selection procedures; then provide support and supervision, with opportunities to develop skills and care practice through training and learning experiences.

4. FACILITIES PROVIDED

Wasdale will provide a service for disabled children and young people of both sexes, in an age range of 5 to 17 years.

The number of children who can be provided with a service at any one time will depend on the assessed needs of each child and the group as a whole.

The maximum number of children resident at any one time is seven, with one of the placements for an unplanned, urgent admission. Consequently there will be six placements available for planned residential short-break accommodation.

Day care placements are available in addition to the residential placements. The number will vary, depending on the uptake of residential placements at any one time.

The criteria for selection will be as outlined in the section “Purpose of the Home”.

Additional information on the services provided at Wasdale is available in two brochures. One is designed specifically for children and young people, and the second for parents/carers and other interested parties. Copies of these brochures are available on request from Wasdale. Also available in a video/DVD about the unit, which includes contributions from staff, children and parents.

Each child or young person will be allocated a key worker regardless of whether they visit the unit on a residential or day care basis, or receive outreach support. The key worker will be the main link between home and the unit, and co-ordinate the development of the individual care programme, based on the use of Looked After Children materials. The key worker will be supported and advised by one of the Assistant Managers.

In consideration and recognition of the special needs of the children and young people attending the unit – needs which may include lack of awareness of danger, need for personal safety and aspects of challenging behaviour, Wasdale provides an environment which takes account of these factors. The paramount intention is to ensure a child’s safety. The unit accepts that there is a fine dividing line between ensuring safety and being unnecessarily restrictive, but the following are considered to be essential:

- Following assessment, some children and young people will require direct supervision of their activities.
- Following assessment, some children and young people will require help with aspects of personal care, e.g. toileting and bathing.
- Bedroom doors which can be opened from the inside by the young person who is occupying the room, but restricts other young people entering during the night. Members of staff hold keys to open from the outside, if necessary. This promotes choice and ensures privacy for the young person. except for the periodic need to ensure safety. This will vary depending on the assessed needs of each child or young person.
- The use of listening devices in bedrooms, e.g. ‘baby alarms’ following assessment of individual need.
- External doors which remain locked as a matter of routine.

- External fencing and gates which are secure and locked. Children and young people will not be allowed to go outside of the unit grounds unsupervised, unless a risk assessment has confirmed that this is acceptable and safe, and has parental approval.

Whenever possible, children and young people will be encouraged to take part in activities to promote skills to enable them to be as independent as possible. These may include activities such as shopping and cooking, as well as personal care. Risk assessments will always be undertaken before an activity is agreed.

For those children and young people who will be visiting Wasdale on a residential basis, they will have the use of an individual bedroom, and for the period of their stay they will be encouraged to use it as their own room. In situations where siblings are visiting together it will be possible for them to share a bedroom, if this is preferred.

Two downstairs bedrooms offer suitable facilities for children and young people with mobility needs, including wheelchair dependence.

Children and young people will be enabled to spend time on their own in their bedroom, but emphasis is placed on social and recreational activity and learning, so use of communal space will always be encouraged.

Four communal rooms are available for play and individual or group activities. One room provides a safe environment for indoor physical activity using a soft play area.

There is an enclosed, exciting outdoor activity area, incorporating a range of play equipment.

A telephone is available for children and young people to make personal phone calls, and private areas are also available for visits by parents and other family members.

A choice of food will be provided, and children and young people encouraged to express their own preferences. Children take part in sessions around healthy eating and nutrition.

Wasdale has its own adapted vehicle.

5. REGISTERED PROVIDER

Wakefield Metropolitan District Council, Family Services, Wakefield. The registered manager is Susan Moorhouse who can be contacted at Wasdale.

6. STAFF DETAILS

The Management Team of the unit comprises the unit manager and 2 assistant managers. The unit manager has overall responsibility for the organisation and development of services, but all team members hold some responsibility for the development of programme areas. These include such diverse tasks as staff rotas, health and safety procedures, information and publicity, fire safety, etc. All staff have access to training over a range of subject areas to enable them to undertake their work professionally and competently. Staff supervision is given by the unit manager and assistant managers.

The Registered Provider has a recruitment policy which requires home managers and assistant managers to hold a recognised qualification.

National Care Standards require that as from 2005 all care staff will hold NVQ 3 level in caring for children.

Wasdale is on schedule to meet this target, with 88% of the care staff currently holding this qualification, with the remainder achieving the qualification during the year.

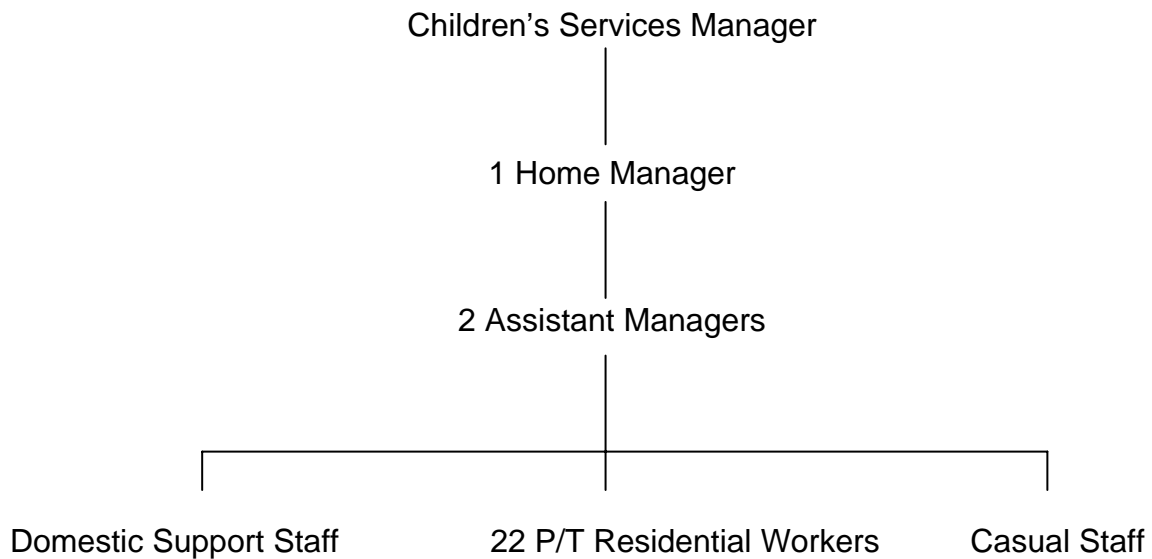
Staff rota's reflect the significant needs of the children. Consequently a minimum of 3 care staff are on duty when children are present during day time hours, and this is increased to a minimum of 4 care staff when the home is fully occupied. Two care staff are on rota throughout the night (9.45 pm to 7.00 am) as waking nights rather than sleep in.

The Home employs 22 part time Residential Workers whose length of service and experience range from 2 – 21 years. Most have gained experience and qualifications in other areas of child care prior to commencing work at the home.

The Home also employs cooks, domestic assistants and drivers to support the work of the residential staff.

Additionally the Home has available for its use a pool of casual residential workers, who are employed as required to cover staff absence, to ensure appropriate staffing numbers are maintained.

7. ORGANISATIONAL STRUCTURE



8. ARRANGEMENTS FOR HEALTH CARE

Careful attention is given to the health needs of children and young people attending Wasdale. In all cases written information is kept in a confidential record to include any necessary parental consent for emergency treatment.

Given the short-term nature of the accommodation at Wasdale, children and young people attending the unit will normally access their health care from their own home. However the unit has an arrangement with a local GP practice for the provision of advice, and medical care if required in an emergency.

The unit works closely with parents to develop a full understanding of a child's health care needs, working together to ensure that those needs are met.

Within Wasdale, children and young people will be encouraged to develop and maintain a healthy lifestyle in terms of personal hygiene, dental care, diet etc.

Smoking is not permitted in any part of Wasdale or in the grounds in order to protect the health of all who use and work in the unit.

9. ARRANGEMENTS FOR THE EDUCATION OF ANY CHILD ACCOMMODATED

All children and young people attending Wasdale will have a statement of special educational needs and are almost certain to be in full-time education in either a mainstream school (with additional support) or a special school.

For children attending for short-term breaks during the school term, Wasdale will make appropriate arrangements, in consultation with Education, to ensure appropriate transport is provided to and from school and Wasdale.

Links with school are very important and it is the responsibility of the key worker to provide that link and obtain all relevant information in respect of a child or young person's education. Representatives from school will be invited to participate in the reviewing process.

10. RECREATIONAL ARRANGEMENTS

It is important for children and young people to be able to participate in a wide range of activities, in order to maximise their opportunities for personal growth, and to have fun. Leisure and recreational activities will be as inclusive as possible ie they will involve participation in activities, and at venues accessed by other children living in the community. The wishes and feelings of the children and young people will be taken fully into account in deciding on activities. It will be necessary to undertake risk assessment for individual children in respect of activities, to ensure that safe and appropriate care is maintained.

11. CONSULTATION WITH CHILDREN

The values and ethos of the Home requires that children and young people attending Wasdale are properly consulted on all issues concerning their accommodation in the Home.

This will be achieved by appointing a key worker to each child and young person; opportunity for a child to participate in his/her review; the availability of an independent advocacy service to the Home; holding regular children's meetings and staff having regular contact with parents/family.

Consultation will extend, whenever possible, to children and young people being involved in the recruitment of staff.

12. METHODS OF CONTROL AND DISCIPLINE

The preferred method of control and discipline at Wasdale is one of positive reinforcement of good behaviour, linked to talking and negotiation with the child or young person, and by the setting and maintenance of clear and consistent boundaries. Children and young people will be treated with dignity at all times.

By developing a good understanding of a child's behaviour, including any challenging behaviour, it will be possible to develop individual care programmes to address the issue of inappropriate behaviour.

Nevertheless, on rare occasions it may be necessary to use restraint as a protection for the child or for others. The published guidelines on the use of restraint will be followed in these instances, including full written recording.

More likely is the use of "time-away" to intervene and address a situation where behaviour is giving cause for concern. Time-out will involve a member of staff giving individual attention to a child; moving the child from the difficult situation and into a quiet, one to one environment, usually the child's bedroom. The member of staff will not leave the child alone, but remain with him/her until the situation is resolved.

All staff receives training in Therapeutic Crisis Intervention.

13. SAFE CARE AND PROTECTION

The Home is committed to providing safe care for all children and young people who are accommodated or visit for day care. Risk assessments are undertaken and re-evaluated regularly and detailed records of each child's needs are maintained. Staff work to the procedural requirements of the Wakefield and District Safeguarding Children Board, and all staff receive training in respect of child protection. Any concerns regarding a child's safety will be acted upon immediately, and will require staff to follow the Interagency Child Protection procedures.

Additionally the Home has practice guidance to ensure that bullying does not occur in the Home, so that vulnerable children are not disadvantaged, or adversely affected by the behaviour and activities of other children.

14. PROCEDURE FOR DEALING WITH UNAUTHORISED ABSENCE FROM THE UNIT

Emphasis is placed on providing a safe and secure environment (please refer to section of "Facilities Provided"). However, in the unlikely event of an unauthorised absence, Wasdale staff will follow Departmental procedures and inform the Police immediately. Family will be contacted and the fieldwork team and/or emergency duty team informed.

Providing that adequate supervision of the other children can be maintained, Wasdale staff will conduct an immediate search of the local area.

15. FIRE SAFETY AND ASSOCIATED EMERGENCY PROCEDURES

Wasdale is regularly inspected by a representative from the Fire Service, and the building meets fire regulation standards. Staff receive training in fire safety/evacuation procedures from the Fire Prevention Officer.

The fire alarm system is tested weekly and fire extinguishers etc are located throughout the building and are regularly tested and maintained. Regular fire drills to evacuate the building are held, to include all children and young people present at the time of the drill.

16. RELIGIOUS OBSERVANCE

Children and young people will be supported in continuing their own religious observances. This includes attending religious services, the provision of an appropriate diet if required, and the wearing of suitable clothing/dress.

17. CONTACT ARRANGEMENTS

The short-term nature of the accommodation at Wasdale has a bearing on contact arrangements. The usual pattern of care will be for children and young people to stay between one and three nights at the unit. They will have come to the unit from their own home and will return there at the end of the short-break. In all but emergency situations, admissions will be planned in advance and be part of an ongoing pattern of attendance. Occasionally, care will extend to a full week for two, but no single episode can extend beyond a period of 28 days, and the maximum number of days in any one year is 120.

Families will be encouraged to maintain contact with the unit, and visit if desired. They will be kept informed about their child's progress regularly. Key workers are responsible for establishing a positive relationship with family members, and for keeping family fully informed about their child.

As visits are less likely to occur in short-term accommodation, children and young people will be encouraged and assisted whenever possible to make and receive telephone calls from their family.

18. ARRANGEMENTS FOR DEALING WITH COMPLAINTS

The Departments Complaints and Representations Procedures will be followed at all times. Copies of the information leaflet will be given to all service users and their carers. Information in respect of organisations and individuals who can independently help children and young people with any representation, is displayed in the Home.

Complaints regarding standards of care in the Home can also be made to Ofsted, who inspect the service. Their address is:

Ofsted North
3rd Floor
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Telephone Number: 08456 404040

19. ARRANGEMENTS FOR DEALING WITH REVIEWS

All children and young people accommodated at Wasdale will be allocated an Independent Reviewing Officer and reviews will be held in line with Departmental procedure, and statutory requirements.

The key worker at Wasdale will provide a written report on behalf of the unit to all reviews, and normally will attend the review in person. There will always be representation from the Unit at every review. The key worker will assist the child or young person to participate in his/her review.

A suitable room is available at Wasdale as a venue for the review meeting.

20. ARRANGEMENTS FOR TRANSITION

Wasdale staff will help a young person to achieve as great a degree of independence as possible. A young person's transition to adulthood is recognised as a very important period, and the keyworker will co-ordinate Wasdale's role in this process, to help ensure that appropriate and agreed plans are in place, so that the young person's needs are met during the next stage of his or her life. There will be early and full consultation with provision of Community Care Services to ensure smooth transition.