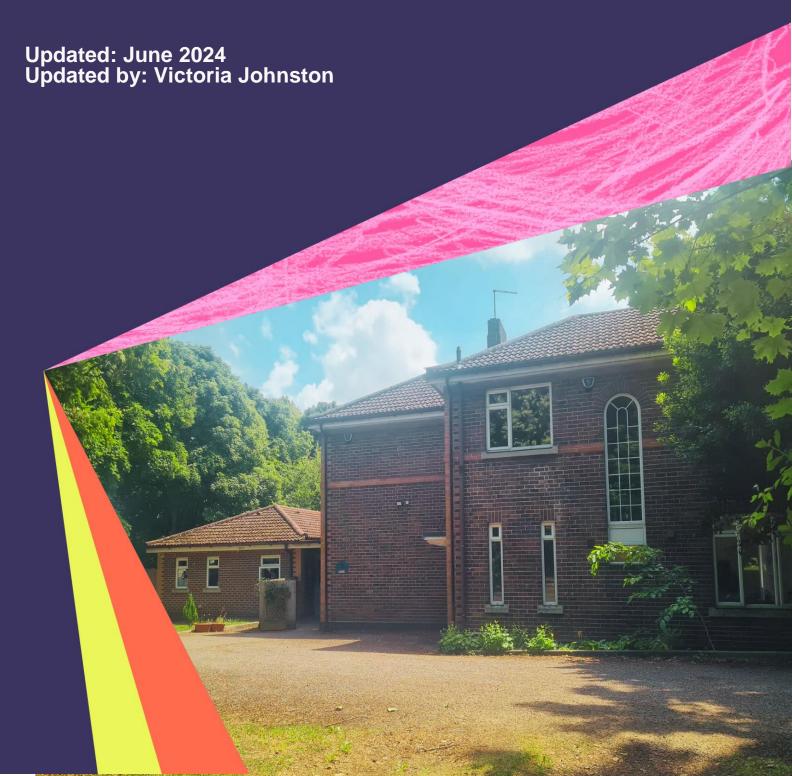


# Russell House

# Statement of Purpose 2024





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This is a Statement of Purpose for Kids Charity South West Overnight Short Breaks Respite facility 'Russell House' (*Registered Charity Number 275936 and Registration number SC454707*) The statement of purpose is a requirement of the Children's Homes (England) Regulations, April 2015. The statement is intended to provide a guide to Russell House Short Break Unit for professionals, the public, Elected Members and external organizations.

Kids - Russell House 14 Hortham Lane Almondsbury South Gloucestershire BS32 4JH

Telephone: 01454 614129

#### 1) Description of the location of the home.

KIDS - Russell House is located in Almondsbury, which is the first village to the north of the M4/M5 interchange, ideally suited for people looking for a more rural lifestyle whilst remaining within easy reach of the city of Bristol. Almondsbury has a popular primary school at the heart of the village and Marlwood Secondary School is approximately 4 miles to the north. A little further out, the local center and market town of Thornbury offers a variety of shops, restaurants and a leisure center.

At the hub of Almondsbury are the village shop, the parish church of St Mary's, the doctor's surgery and dental practice. The Mall at Cribbs Causeway is just one junction further down the M5 and Parkway Station is approximately 3.7 miles to the south. Almondsbury has a very good bus link to both Bristol and Thornbury.

Russell House is registered with Ofsted at:

Ofsted
Piccadilly Gate,
Store Street,
Manchester,
M1 2WD
Telephone: 0300 1231231
Email:Enquiries@ofsted.gov.uk

This document has been endorsed by:-

The South West Regional Manager: Steve Watkins

Responsible Individual:

The Manager: Sharon Hudd





#### 2) Kids Vision and Strapline

We're here for children and young people with special education needs and disabilities, young carers and families. We're on a mission to create a world where all kinds of children and young people have all kinds of opportunities. We create life-changing opportunities by providing a wide range of support. Together, we'll empower disabled children to stand up for their rights.

Our strategic plan will enable us to reach 120,000 disabled young people and their families, every year, by 2027

#### **Our values**

Kids is an opportunity creator, and our values inform how we behave as a brand and a workforce; what's important to us as an organisation; and how we communicate with the public.

#### **Celebrate Individuality**

Over two million children and young people in England live with disabilities and special educational needs. All are brilliantly unique. We tailor our approach to the needs of every individual.

#### Think creatively

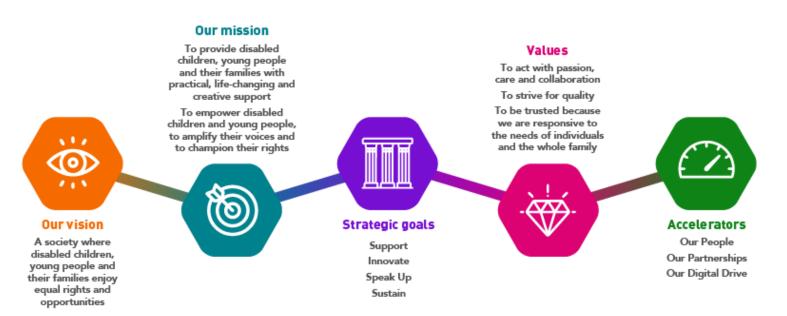
Creativity is the ability to think up new ideas, combining expertise with imagination. We create life-changing opportunities for families by providing and inventing a wide range of services.

#### **Work Together**

Working together is about our willpower to make a positive difference. It is about putting kindness into action. Our determination to do our best for every family.

#### Speak Up

Speaking up isn't about being negative. Far from it. It's all about amplifying the voices of children and young people to achieve positive social change





#### 3) Outcomes of Russell House.

#### **Russell House aims:-**

To provide high quality residential care, and to meet the assessed needs of the individual young people.

To provide a safe environment in which the physical, cultural, social, intellectual and emotional development of every young person is facilitated and differentiated according to their individual needs.

To provide an enriching experience through the allocated overnight stay, whilst also providing a break for their families.

To provide security and stability for all young people who attend Russell House.

To enhance the quality of young people's lives, promoting dignity, independence and access to universal provisions.

In order to achieve these aims the following objectives have been set:-

- To provide a friendly, homely environment, that is safe and secure, comfortable, stimulating, fun, well equipped and encouraging.
- To provide opportunities, to build relationships outside of the home, both with other young people and adults.
- To extend young people experiences, by providing opportunities to develop independence skills and to provide leisure activities, both in the home and in the wider community.
- To provide support and continuity to families by recognizing their needs through flexible, regular planned breaks, and occasional emergency backup.
- To develop a highly trained and experienced staff team.
- To develop achievement and independence skills with the young people to enable smooth transitions into adult life.

### 4) Registered Provider

KIDS 249 Birmingham Road Wylde Green, Sutton Coldfield, B72 1EA

## **Registered Manager**

(Registration Pending) Sharon Hudd 14 Hortham Lane Almondsbury South Gloucestershire BS32 4JH

## Responsible Individual

Mr Steve Watkins KIDS – Russell House 14 Hortham Lane Almondsbury, South Glos BS32 4JH

Telephone: 01454 614129



#### 5) Structure of Russell House.

#### Katie Ghose

Chief Executive - KIDS

#### Kay Stephenson - Start date 5th Aug

KIDS Director

#### **Steve Watkins**

South West Regional Manager Responsible Individual

#### **Sharon Hudd**

Registered Manager (Registration Pending)

#### Luc O'Neil

**Deputy Manager** 

#### Victoria Johnston

Senior Administrator

#### Owen Clarke, Andrea Bundy, Felix Cano-Capilla, Diana Watkins (Mat

Leave)

Overnight Short Breaks Senior Practitioners

#### Sarcha Morgan, Mutsa Chinyanga, Dev Gunawidjaja, Andrew Dymond, Ray Egbufoama, Precious Isoken, Steven Corr

**Overnight Short Breaks Practitioners** 

## Kymia Laing, Antonio Rojas, Hollie Gutsell, Salome Wanganga, Jaime Ledbury, Moses Ajayi

Overnight Short Breaks Sessional Staff



#### <u>Katie Ghose</u> Chief Executive – KIDS

Katie has twenty-seven years' experience in the social sector and has previously served as Chief Executive of Women's Aid Federation of England, the Electoral Reform Society and the British Institute of Human Rights. At Women's Aid, Katie led vital work to safeguard and sustain local women's services. Prior to that under her leadership the Electoral Reform Society became established as the UK's leading democracy think-tank. As Director of the British Institute of Human Rights, Katie developed innovative human rights awareness programs to support disabled people and people with mental health problems to secure dignity and respect in health and care services.

Katie is a former barrister and has worked in policy and public affairs for national charities including Citizens' Advice and Age UK

## South West Regional Manager & Responsible Individual

Steve has worked in numerous care settings including Children's Homes, Schools, and Adult homes with service users who have Autism, learning difficulties and behaviors that challenge, physical disabilities for over 30 years.

Also has previous been an Ofsted Responsible Individual, Ofsted Registered Manager and CQC registered manager.

Has experience with children, young people and adults who have:-

• Autistic Spectrum Disorders, Epilepsy, Multi-Sensory Impairments, Behaviors That Challenge, Emotional, Behavioral Difficulties., Down Syndrome, Pathological Demand Avoidance Syndrome



#### **Russell House Staff**



#### Sharon Hudd - Registered Manager

I am 51 years old and have over 30 years' experience in the care sector. As a mother of five and a grandmother of 2, my life has been deeply enriched by both my family and my career. Throughout my extensive experience, I've dedicated myself to providing compassionate and high-quality Care, making a meaningful impact on these I've had the privilege to

Currently working towards Level 5 Diploma in Leadership for Health and Social care

#### Luc O'Neil - Deputy Manager

Luc is an experience practitioner with over 10 years' experience working in a care setting. Luc has been working at Russell House since 2013. He was a practitioner working mostly nights and has worked his way up to become a Deputy Manager.

- NVQ Level 3 Diploma in Children and Young People Workforce
- Pediatric First Aid
- Administration of Medicines to Children in Care
- Epilepsy Awareness and Buccal Midazolam Training
- Anaphylaxis
- Team Teach
- Basic Fire Awareness for Care Homes
- Awareness of Child Abuse and Neglect
- Level 2 Food Safety and Hygiene for Catering
- Manual Handling
- Prevent Duty
- **Understanding Autism**
- Makaton
- An Introduction to Safeguarding Children Virtual College
- Awareness of Health & Safety at Work Virtual College
- Basic Awareness of Child and Adult Sexual Exploitation Virtual College
- Confidentiality in the workplace Virtual College
- eSafety Guidance for Practitioners Working with children
- Fire Safety Virtual College
- Health & Safety in Health and Social Care Settings Virtual College
- Information Sharing Virtual College
  Manual Handling in the Workplace Virtual College
- Medication awareness Virtual College
- Mental Health and Wellbeing Resource Pack Virtual College
- Moving and Handling Objects and People Virtual College The Essentials of GDPR Virtual College
- Understanding Pathways to Extremism and the prevent programme Virtual College
- Working with Children with Disabilities Virtual College
- Child Accident Prevention Virtual College
- COVID-19 Training Virtual College





#### <u>Victoria Johnston – Senior Administrator</u>

Victoria has been an administrator for Kids since November 2021. Previously she has worked as a business administrator within educational settings known as ALP's (Alternative Learning Provision) for 6 years before joining us. Within working for ALP's Vicky has worked alongside young people who are at a slight disadvantage, deemed as vulnerable or individuals that have multiple SEN needs (whether this is behavioral or disabilities) within education so has plenty of first-hand experience of the difficulties young people may



- Level 2 Business administration
- Currently competing NVQ 3 residential childcare
- Fire Marshall trained (with live fire)
- Introduction into safeguarding Children (Virtual College)
- E-Safety (Virtual College)
- Prevent Covid-19 (Virtual College)
- Data Protection (Virtual College)
- Common core of Skills and Knowledge (Virtual College)
- Conflict Resolution (Virtual College)
- Working With Children with Disabilities (Virtual College)
- EDI in Health & Social Care (Virtual College)
- DSE (Virtual College)
  Toxic Trio (Virtual College)
- Safer Recruitment (Virtual College)
- Medication Awareness

#### Owen Clarke - Senior Practitioner

Owen has worked with a wide range of young people ranging from 8-18 years old with a wide range of needs, abilities and behaviors. Since working at Russell House Owen has completed Level 2 in working with individuals with learning disabilities and Level 3 in residential childcare. Owen then started his new role as senior practitioner in May 2020. Owen is currently undertaking an NVQ5 in Leadership and Management for Residential Childcare (England) which started April 2021.

- Currently undertaking NVQ Level 5 in Leadership and Management for Residential Childcare (England)
- NVQ Level 3 Diploma in Residential Childcare
- Pediatric First Aid
- Administration of Medicines to Children in Care
- Epilepsy Awareness and Buccal Midazolam Training
- Anaphylaxis
- Team Teach
- Level 2 Food Safety and Hygiene for Catering
- Manual Handling
- An Introduction to Safeguarding Children Virtual College
- Children's and Young People's Development in Health and Social Care Settings Virtual College
- Common Core of Skills and Knowledge Virtual College
- Duty of Care in Health, Social Care or Children's and Young People's Settings
- The Essentials of GDPR Virtual College
- Working with Children with Disabilities Virtual College
- Child Accident Prevention Virtual College
- COVID-19 Training Virtual College
- Medication Awareness Virtual College





#### Andrea Bundy - Senior Practitioner

Andrea has 13 years of experience working within a residential setting. Working with Children & Young People who display behaviors that challenge but could also have other associated learning difficulties. Andrea started working at Russell House in December 2019.



- NVQ Level 3 in Health & Social Care
- Team Teach
- Prevent Duty
- Female Genital Mutilation: Recognizing and Preventing
- Protecting Children from CSE
- First Aid
- Safe Handling of Medicines
- Manual Handling
- Prevent Duty
- Understanding Autism
- Makaton
- An Introduction to Safeguarding Children Virtual College
- Awareness of Health & Safety at Work Virtual College
- Basic Awareness of Child and Adult Sexual Exploitation Virtual College
- Children's and Young People's Development in Health and Social Care Settings Virtual College
- Common Core of Skills and Knowledge Virtual College
- Communication in Health & Social Care or Children's and Young People's Settings Virtual College
- Confidentiality in the workplace Virtual College
- Equality & Inclusion in Health, Social Care or Children's and Young People's Settings Virtual College
- eSafety Guidance for Practitioners Working with children Virtual College
- Fire Safety Virtual College
- Health & Safety in Health and Social Care Settings Virtual College
- Information Sharing Virtual College
- Manual Handling in the Workplace Virtual College
- Medication awareness Virtual College
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- The Essentials of GDPR Virtual College
- Understanding Pathways to Extremism and the prevent program Virtual College
- Working with Children with Disabilities Virtual College
- Child Accident Prevention Virtual College

#### Felix Cano - Capilla - Senior Practitioner

\*\*Pending statement\*\*

- Currently undertaking Level 5 Leadership & Management for Residential childcare
- Fire safety Virtual College
- Common core of skills and knowledge Virtual College
- Essentials of GDPR Virtual College
- Working with children with Learning difficulties and disabilities Virtual College
- Level 1 Safeguarding Virtual College
- Pediatric First Aid
- Epilepsy Awareness and Buccal Midazolam Training
- Anaphylaxis
- Team Teach
- Administration of Medication
- Epilepsy Training





#### <u>Diana Watkins – Senior Practitioner</u>

Have worked in health and social care for 10 years, between early years and SEN provisions -I particularly enjoy working with young people with speech and language difficulties which draws on my experience as a Makaton tutor, and from my experience with BSL. Love working with children as you can see real progress in the young peoples' targets and take them out for experiences and day trips in the south-west.



- NVQ Level 3 Diploma Residential Childcare
- Prevent Duty
- Female Genital Mutilation: Recognizing and Preventing
- Protecting Children from CSE
- First Aid
- Manual Handling
- Prevent Duty
- An Introduction to Safeguarding Children Virtual College
- Awareness of Health & Safety at Work Virtual College
- Basic Awareness of Child and Adult Sexual Exploitation Virtual College
- Common Core of Skills and Knowledge Virtual College
- Communication in Health & Social Care or Children's and Young People's Settings Virtual
- Confidentiality in the workplace Virtual College
- Equality & Inclusion in Health, Social Care or Children's and Young People's Settings Virtual College
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- Understanding Pathways to Extremism and the prevent program Virtual College
- Working with Children with Disabilities Virtual College
- Child Accident Prevention Virtual College
- COVID-19 Training Virtual College

<u>Sarcha Morgan – Practitioner</u> Sarcha has worked in the health and social care industry for several years and has gained experience in several different situations and needs of individuals.

- Working with children with learning difficulties and disabilities Virtual College
- Level 2 safeguarding everyone Virtual College
- Common core of skills and knowledge Virtual College
- Health and safety Virtual College





Andrew Dymond – Practitioner
Andrew has worked in the health and social care industry for several years and has gained experience in several different situations and needs of individuals.

<u>Dev Gunawidjaja – Practitioner</u>





Ray Egbufoama – Practitioner (Pending start date)
Ray has worked in the Health and social care industry for several years and has gained experience in several different situations and needs of individuals.



Kymia Laing - Sessional Staff



Antonio Rojas - Sessional Staff



Steven Corr - Sessional Staff



Salome Wanganga - Sessional Staff



Hollie Gutsell - Sessional Staff



Jaime Ledbury - Sessional Staff



#### 7) Arrangements for Supervision, Training and Development for staff.

#### **Supervisions and Development**

All new staff working in Russell House carries out a comprehensive induction package, starting at the application stage – completing Virtual College modules before starting their employment and then in house induction being completed within 6 months, the same time as their probationary period ends. Both inductions cover policies and procedures, administration, recording, health and safety aspects of working within Russell House.

Supervisions for new staff working within Russell House are performed on fortnightly basis during their probation period. They have a probation appraisal and supervision at the end of their 6-month probation period.

Agency staff are supervised after every 5 shifts worked at Russell House.

Formal individual supervisions are completed monthly by Juan Romero – Manager and the Senior Practitioners following the Children's Home Regulation and Quality standards guide 2015. Supervisions enable staff to take time and look together with their Supervisor on: -

- The individuals staff member's workload.
- Discuss improvements to Russell House.
- Discuss parent participation ideas.
- Discuss concerns they may have on staff members if any.
- Discuss concerns they may have on the young people if any.
- Training required or training that interests the staff member.
- Discuss the staff member's key-work children.
- Discuss any other issues or concerns that they may have.
- Enables the supervisor to provide performance feedback to the staff member.

The supervision also enables the manager to look through each staff members individual Development File with them and discuss.

#### The staff members Individual Development Files consist of: -

- Supervision notes.
- · Certificates and Achievements.
- Training needs and courses.
- Additional information.

#### Staff are appraised annually.

The annual appraisals enable the manager and the staff member to both complete the forms prior to meeting, and then to collectively discuss the staff members role and responsibilities.

The annual appraisal consists of: -

- Working as part of a team and team relations.
- Empowering Children/Young People.
- Assisting Children/Young People.



- · Additional training.
- Supervisions.
- Complying with/update of KIDS policies and procedures.
- Experience within Russell House.
- Core work skills.
- Environmental sensitivity.
- External relations impact.
- Partnership / Team building.
- Inter-personal skills.
- Personal effectiveness.
- · Cognitive ability / mental flexibility.
- Leadership / Management.
- Supervision and Line Management.
- Other support received from KIDS to help you do your work.
- Summary of appraisal by staff member being appraised.
- Summary of appraisal by Russell House Manager.
- Russell House Manager's observation on overall performance.
- General recommendations.
- Support and training needs.
- Potential for development.

#### Training opportunities for the staff team.

Staff working in Russell House must obtain basic competence training courses: -

- TEAM TEACH Control and Restraint.
- Food Hygiene.
- COSHH.
- · Advanced Child Protection.
- First Aid.
- Manual Handling.
- Administering medication.
- Epilepsy.
- Fire Awareness
- GDPR
- Virtual College

In addition to these courses Russell House senior management team provides in-house training, relating to new policies and procedures and provides training on new disabilities, difficulties, and medical conditions that new referrals have, before the young people start their first overnight at Russell House.



#### 8) Russell House Physical Environment and Opening Hours

The House is open 6 days a week both in Term-time and during the School Holidays. (Closed on Thursdays, except for emergency placements, assessments) The House can accommodate 6 young people at one time.

Russell House is a 6-bedroom home with a purpose built extension

- 4 Bedrooms are on the ground floor and are wheelchair accessible.
- The bathroom has a wet area, Hi-Lo bath, Hi-Lo sink, and toilet. This bathroom is also equipped with a ceiling hoist.
- There is a communal lounge which has a flat screen TV, DVD player, X-Box and Wii games systems.
- There is a fully equipped sensory room located downstairs between the lounge and dining room.
- Russell House has a well-equipped kitchen with assessable worktops that has restricted access for safety reasons; however children/young people can access this kitchen with staff supervision.
- The dining room is a large room for communal mealtimes.
- There is a large enclosed accessible garden with a basket swing/trampoline/sensory paths and water fountain.
- There is a large enclosed accessible sensor garden to the side of Russell House with raised beds/greenhouse/potting shed/garden tables with benches where we grow vegetables/fruit/herbs and plants.

#### Russell House accommodates: -

- 6 Children/Young People at one time between 8 years and 18.5 years old (either sex).
- Children and young people who have life limiting illnesses, mild and severe learning disabilities, physical disabilities and/or sensory impairment, children on the Autism spectrum, Angelman's Syndrome, Down Syndrome, Wolf Hischcorn Syndrome, Pediatric Bipolar Disorder, Pathological Demand Avoidance Syndrome, Rett Syndrome, Microcephaly, Tourette Syndrome, Charge Syndrome, Deletion Syndrome and Epilepsy.
- Young people in need of care that provides clear boundaries and expectations.
- Young people who may display behaviors that may challenge.
- Young people who require developing social and independence skills.
- Young people who may require emergency placement.



#### 9) Admission Criteria.

Russell House Overnight Respite Care Services are delivered under a contract to the **South Gloucestershire Local Authority** 

Russell House accommodates respite placements for young people, the annual allocation of the young people's nights is decided by their individual social worker, whilst considering the holistic needs of each individual.

Russell House is also able to accommodate emergency short term placements dependent on the needs and requirements of the young person being referred and the stability and needs of the existing group.

- On receipt of a referral Russell House Manager will contact the allocated Social Worker and require the social worker to complete a Russell House referral forms and care-package forms. If the Manager agrees that the referral is practical and Russell House can ensure that they can accommodate the young person, the process begins.
- A Placement Planning meeting will be arranged by Russell House Manager, Deputy Manager, or a Senior Practitioner wherever possible at a time when the young person is present if appropriate.
- At the Placement Planning Meeting the Manager will provide information packs for the child/young person, parent, or carer.

#### The information packs consist of: -

- A Parent Guide is issued to the parent containing Russell House information and Russell House policies and procedures.
- A Young Person Guide is issued to the young person, which is in photo form, showing all aspects
  of Russell House and photos of the staff with their names and photos of activities that Russell
  House participate in.
- One Page Profile
- KIDS Universal Referral Form
- Medication Consent form
- Care Plan
- Risk Assessment
- Behaviour Support Plan
- Publicity Consent Form
- All admissions will be planned, three (maybe more if required) teatime visits are requested, this is to enable the young person to familiarise their self with the home and for the transitional process to start.
- The overnight stays are then allocated. The amounts of overnight stays are determined by the allocated social worker. Russell House works along a three-month ahead system. Allocation forms are sent out to parents for their requested night stays three-months in advance.

#### Overnight bookings are based upon: -

- The needs of each young person.
- The age group and ability based on the overnight stay.
- Activities and interests based on the overnight stay.
- School transport details.
- Friendships built between the young people.



- Requested stays from the parents.
- · Compatibility of the group
- Impact on the young person and/or group

#### 10) Positive Outcomes as a result of size.

Russell House is purposely built structure to accommodate a maximum seven young people at one time, to ensure a family ethos for each young person.

Positive outcomes of living within a smaller but spacious setting are: -

- · Creating a family environment.
- High levels of attention for the young people.
- Spacious living facilities and bedrooms.
- Having extra facilities e.g., Digital TV, Computer access, adapted bedroom fitted with ceiling hoist with en-suit.
- Informal, friendly, and relaxed atmosphere.
- Close relationships individually tailored care-plans to promote individual achievements, develop social, independent, and confident skills.
- Opportunity to participate in a wide range of activities.
- In house activities of craft, art, cooking, chill out, activities in the garden, soft playroom, and sensory room.
- Side garden which consists of Greenhouse/Poly Tunnel/Raised beds for planting vegetables/fruit/herbs which the young people can access.
- Access to wider community activities experiencing trips that they would not normally be able to participate in or attend.

Russell House ensures the appropriate numbers of staff are available depending on the young people's care needs. Minimum of two staff to four children are on duty at any one time. Staff risk assess certain safety elements and activities involving the young people, and an additional member of staff will be on duty during peak hours, such as a 1:1 young person, an active activity or to enable the young people to have an exciting trip at the weekend or during holidays.



#### 11) Philosophy and ethos of Russell House.

Russell House's philosophy is to have fun, enjoy and achieve. The service is aimed to enhance the quality of young people's lives, promoting dignity, independence and access to mainstream activities.

Children, young people and their families are central to all decisions relating to the services they receive. The service is sensitive to the needs and wishes of the individual and take into account a young person's disability, age, sex, sexual orientation, culture, race and language.

The young people and parents/carers are given clear information about the service to ensure effective communication at all times. The staff work in partnership with the young person, their parents, referring agencies and others.

All staff are involved in ensuring and promoting the young person's welfare should consult, cooperate and co-ordinate their activities in order to achieve the best results for the young person.

Russell House delivers its service in the spirit of 'The Children Act, The Agenda for Change for Children' and welcomes new and innovative ways of delivering its service.

We provide an environment in which all children and young people realise their aspirations and their right to an inclusive community which supports them and their families. Russell House tries to enhance the lives of their children, young people and their families, empowering them to develop through play, leisure, education, information advice and training.





#### 12) Protection and promotion of health.

Russell House will act as good mentors in relation to the health of the residing young people. Good health care implies a positive approach to health and includes prevention and vigilance in terms of developmental progress, as well as treatment for illness and accidents.

Healthcare is an integral part of the care plan and will be assessed within the overall reviewing process, although it is recognised that the young person's family will take the lead role in health care, as Russell House is a respite facility.

All staff take a dynamic role in promoting all aspects of healthy living. All staff positively engage in ensuring that the young people develop and maintain a good level of hygiene and participate in regular exercise.

The recording of Medication is very important in Russell House.

Each young person will have a Medication Consent From. On this form the parent must state:

- The name of the Medication.
- The amount of medication that the young person requires and times of when this medication needs to be administered.
- · What the medication is treating.
- The Senior Practitioner must then complete the Medication Administration Record (MAR), recording the amount of the medication that is brought into Russell House, either counting the tablets or measuring liquid forms.
- A Practitioner must sign the form and witness the Senior Practitioner counter signing the form.
- Within the Medication Folder, the MAR Sheet completed every time the child/young person has
  medication. The date, time and amount is completed with the signature of the senior member of
  staff that has drawn the medication, with a staff counter signing, witnessing the procedure and
  witnessing the child/young person being administered the medication.

All young people are actively encouraged in planning, preparation and cooking.

As the House purchases and cooks all meals, this results in better choice for the young people and a healthy varied diet. Catering on a small scale allows for individual preference. The staff adopts a subtle approach to keeps choices healthy.

This diet allows for 'fast foods' to be incorporated within a healthy diet.

Staff devise the menus in consultation with Young People by looking through the young people's files that are in for the next week. Staff assess the meals that the young people prefer and choices, they also take into account any allergies and dietary requirements that the young people may have, i.e.; no pork, gelatine, wheat, gluten, dairy etc.

This is also kept in a food profile folder where all Young Peoples likes and dislikes, religious/dietary preferences are recorded.



#### 13) Promoting education and private study.

Russell House staff ensure that they develop the children and young people's emotional, intellectual, social creative and physical skills through creating a stimulating environment, encouraging both school based and out of school activities.

The staff promote an assessable learning environment to support the children and young people's development, by creating a work space where they can concentrate and having contact to educational resources such as a computer.

The children are supported by staff to achieve their educational achievements through support with homework and assignments for GCSE exams where necessary

Russell House staff maintain regular daily contact with the schools that the young people attend. The staff and manager attend all meetings at schools, and with guidance from the young people are able to perform as an advocate on their behalf.

#### 14) Participation in Recreational, Sporting and Cultural Activities.

Russell House is set within easy access of local amenities.

Activities are made fun and attainable to cater for each individual. The activities will consist of art related tasks which are relevant, and trips/outings. As well as just simply fun outings.

An extensive variety of activities which take into account a young person's individual likes, choices, needs and aspirations. The provision of play equipment and outings is a key aspect of the service. A wide range of play activities are provided, these include, up to date I.T systems (iPads), art, games, puzzles, sensory toys. The indoor sensory room provides a space for children and young people to enjoy a range of sensory activities in a calm and relaxing environment.

A safe and secure garden, which provides opportunities for enjoyment, with specialist outdoor play equipment, such as a swing, water play and trampoline.

Access to 2 mini buses, which are used to provide a variety of outings/excursions to various places.

General outings for KIDS House are:-

- Cinema
- Wild place Project
- Beaches
- Parks
- > Jump
- @ Bristol and many more





#### 15) Consultation with Young people.

Russell House is managed and prides itself as having a family and child led environment. The children and young people are consulted on every aspect of their stay at Russell House or through observation and best interests. Consultation is discussed both informally and formally with the young people.

#### **Informally:-**

- Through discussions at the dinner table.
- Discussions through play.
- · Whilst out on activities.
- Whilst driving in the bus.
- · Through general conversations with staff.
- Direct observations
- Best Interests

#### Formally:-

- Completing Russell House Children/Young Peoples Evaluation Forms.
- Helping staff to devise menus for Russell House.
- · Helping staff to devise activities.
- Consult with independent visitors to Russell House.

All children/young people know that they can talk to any staff member and that they can have direct contact and discussions with Russell House Manager or the Senior Practitioners, at any time.

Russell House feel that it is important to enable the child/young people to contribute in all aspects of their care, whilst at Russell House: this enables staff to make the children's/young people stay a fun, worthwhile and beneficial experience.

It is important for the children/young people to visibly see their thoughts, views and wishes on show either on display boards or within their individual and grouped files. Seeing their contribution develops confidence, well-being and a sense of belonging to Russell House, again creating a friendly and family environment.



#### 16) Promoting Positive Behaviour and Relationships.

Russell House operates within the South Gloucestershire Council Behaviour Management Policy Statement and Guidance. The document was reviewed in April 2018 and all staff receives training (Team Teach) every two years. The children/young people's care plans are updated when necessary and agreed and signed off by parents/carers during home visits, every six months. Their risk assessments are also reviewed and updated every six months with parents and more frequently if required, and involve the wider multi professional input and agreement.

These risk assessments are carried out in conjunction with parents/carers, education, placing social worker and other identified professionals such as occupational therapist where necessary.

The Policy has a strong emphasis on preventative strategies and partnership and the home liaises closely with the families, the Short Breaks Behaviour Support Specialist and other relevant professionals to look at specific behaviours, and identify the most appropriate way to support children and young people with a range of emotions and behaviours.

The use of restraint at Russell House is very rare and detailed records are monitored by the managers at KIDS, and through the monthly Regulation 44 visits and by the responsible individual. All Team Teach methods used are recorded in the Team Teach Log. Physical holding is **NEVER** used as a means of forcing compliance.

The only occasion when physical holding may be used is to prevent;-

- Serious Injury to the young person, or to others.
- Serious damage to property.
- Absconding when there is an immediate risk of significant harm to a young person.

Standard 3, Regulation 17 (3:13) states;-

The taking of any action necessary to prevent injury to any person, or serious damage to property" is acceptable.

Good order is primarily achieved by positive relationship building with young people and by an atmosphere of trust and respect. Structured boundaries exist in order to provide a young person with safety and security.

Russell House encourage children/young people, families, case holders and other professionals to be part of behaviour management planning and also in the implementation and review of the Behaviour Management Plan. Russell House staff build relationships upon sensitivity towards the young people based on knowledge of them, staff believe that both boundaries and socially acceptable behaviour rules are much easier for the children/young people to manage when they have the opportunity to contribute to the rules and are able to review them regularly.

All staff in the House are Team Teach trained.

Team Teach remains committed to "Positive Handling" to describe a broad spectrum of risk reduction strategies. Positive handling is a holistic approach involving policy, guidance, management of the environment, and deployment of staff. It also involves personal behaviour, diversion, defusing and de-escalation. Physical holding is only a small part of the Team Teach framework.

#### Russell House staffs comply with and adhere to KIDS policies of:-

- KIDS Positive Behaviour Management and Time Out policy and procedures.
- Team Teach procedures and guidelines.

#### Staff will not use:-

- Any form of corporal punishment.
- Any punishment relating to the consumption or deprivation of food or drink.
- Any restriction, other than one imposed by a court or in accordance with regulation contact and access to communications.
- Any requirement that a child wear distinctive clothing.
- The use of withholding medication or medical or dental treatment.
- The intentional deprivation of sleep.
- The imposition of any financial penalty.
- Any intimate physical examination of the child.
- The with-holding of any aids or equipment, needed by a disabled child.
- Any measure that involves young people otherwise not involved except for the imposition of the measure.





#### 17) Child Protection.

Russell House has an approved bespoke safeguarding policy and Prevent Guidelines, which includes an easy to follow flow chart. This is in line with South Gloucestershire's safeguarding children's board. This policy is available to staff as a paper document in the policies and procedures folder, on a shared computer drive and available to children, young people, families, carers, professionals and others involved in the care and protection of a child upon request.

Russell House also has a Behaviour Management Policy, available in the above formats and upon request.

All staff receives training in Child Protection and is aware of and alert to, the signs and symptoms of abuse. Any concern or allegation is recorded and immediately followed up by informing the manager and Young Person's Social Worker in accordance with the departments Child Protection Procedure.

Visitors to the home, such as contractors, are required to sign in the visitor's book, Provide I.D. and are monitored whilst on the premises.

It is the duty of each member of staff to safeguard young people in their care.

Should a young person disclose information of any abuse towards them, the Manager must be notified immediately.

#### Priority: Ensure the safety of the young person.

When a disclosure takes place, the young person should be reassured but told that it will be necessary for this information to be passed on to the Manager, and that such a conversation cannot be kept 'confidential'.

Staff are to stay calm and reassuring, and should listen but not press the child for information.

All child protection issues should be taken seriously and in no circumstances should they, or the disclosures, be taken lightly or ignored.

These issues will be investigated according to the placing authorities Child Protection Procedures.

Without exception, the case holder or their Manager must be notified of the disclosure. If the disclosure occurs outside office hours, the emergency duty team (EDT) of the placing authority must be notified.

Local South Gloucestershire Child Protection Team (L.A.D.O- Tina Wilson)

Tel: 01454 868508

**Tel: 01454 615165 (Emergency/out of hours)** 

Russell House will notify the Local Authority/Ofsted/KIDS Safeguarding Team of any investigation of, and the outcome of any child protection enquiries involving any child/young person.



Staff will keep written records of any allegation of abuse or neglect, and of the action taken in response.

Whatever the child's/young person's situation, any allegation of abuse will be full and promptly investigated under the Kids Child Protection Procedures.

Russell House has a comprehensive Child Protection policy and procedure covering issues including:-

- Definitions of abuse and types of bullying.
- Identifying signs and symptoms of abuse and bullying.
- Keeping the young people safe.
- · Who to contact and when.
- Managing bullying by staff and other adults.
- · Recording.
- · Whistle blowing.

KIDS induction period also covers in detail the above issues and enables the staff to familiarise themselves with the policies.

#### 18) Procedures for unauthorised absences.

Any young person will be considered missing when they have left the Home without permission, and their whereabouts are unknown. If there is any doubt regarding the safety of any young person the police will be notified immediately.

All Young people have a Police missing person proforma in their files. The young person's social worker and parents are notified as soon as possible. Any young person living at the House who is missing would immediately fall into the category of Immediate Concern.

After a careful search of KIDS Russell House and grounds are completed, and consultation with the Manager or On-Call Manager has taken place, a decision will be made as to the most appropriate course of action.

It is important that plans are made for the return of a young person. Staff numbers and planning should reflect the need to engage and support the young person who may return in a distressed or negative frame of mind. Staff should always attempt to discuss the reasons for the absconding and who they were with, with the young person, using appropriate forms of communication such as Makaton, pictures etc.... at an appropriate time following their return.

KIDS have the following procedure in place in case a child goes missing, to ensure that a missing child is found as soon as possible and that the appropriate people are informed.



#### 19) General Missing Child Policy

The welfare of the children and young people in our care is paramount. All children/young people in our care are supervised by staff at all times and therefore the chance of losing a child/young person is extremely unlikely. However if a child/young person should become lost whilst in our care, KIDS staff should act in accordance with the following procedures.

Staff must take appropriate steps to minimise the risk of children/young people going missing, such as ensuring that the premises and surrounding site is secure and frequent headcounts.

When the situation has been resolved, members of staff should review the reasons for its occurrence and ensure that measures are taken to ensure it does not happen again. An incident report must be completed when the group returns to Russell House.

#### Procedures to be followed by Russell House staff

#### Procedure if a child/young person is found to be missing on site:

- Alert the member of staff in charge so they can make the relevant enquiries as to when and where the child/young person was last seen;
- One or two members of staff should thoroughly search the garden and house to make sure the child/young person is not hiding somewhere on site;
- Workers should also search the immediate vicinity around the outside of the garden and house preferably taking a mobile phone to keep in touch with other workers;
- If after ten minutes the child/young person cannot be found, first the police must be informed, then the child's/young person's parent or carer.

#### Procedure if a child/young person is found to be missing whilst on an outing:

- Alert the member of staff in charge who will make enquiries of the relevant member of staff as to when and where the child/young person was last seen;
- Remember the safety of the other children/young people; ensure that the remaining children/young people are secure and sufficiently supervised;
- One or preferably two members of staff should search the immediate vicinity;
- If the child/young person cannot be found within ten minutes then venue security staff must be informed, if in a public place the police must be informed. Parents must also be contacted if the child/young person cannot be found:
- Continue the search, opening up the area, keeping in touch with mobile phones if possible.

KIDS has the following procedure in place for the collection of children/young people. In particular, the staff are aware that sometimes parents are delayed when due to collect their children/young people, we therefore operate an uncollected child policy.



#### General collection and uncollected child Policy

#### Collection of children/young people

It is policy to only hand over a child/young person to the parent, carer or someone who has been authorized in advance to collect the child/young person by the parents or carer. If a child is to be collected by someone other than the parent or carer this must be indicated to a member of staff by the parent or carer and recorded. Identification may be required to ensure the correct person has come to collect the child.

#### **Uncollected Children/Young People**

If no parent or authorised carer comes to collect a child/young person at the end of their stay at Russell House, the staff must follow the procedure as detailed below. Incidents of late collection should be recorded by the senior staff and discussed with the parents or carers at the earliest opportunity.

#### **Procedures for parents and carers**

In compliance with the general policy as stated above, parents/carers of children/young people using Russell House service are expected to know and apply the following rules:

- Parents or carers are expected to collect their children/young people at the time agreed with Russell House staff; parents/carers are asked to telephone the setting if possible if they are going to be late;
- Parent or carer should indicate to the staff if a child/young person is to be collected by someone else; identification may be required to ensure the correct person has come to collect the child/young person;

#### **Procedures for KIDS employees and workers**

Russell House staff must follow the procedure stated above for the collection of children/young people. In case a child/young person is uncollected, staff must apply the following procedure:

- If no parent or authorized carer comes to collect a child/young person at the end of their stay at Russell House, the parent, carer or designated adult who is due to pick up the child/young person should be called to ascertain the cause of the delay and how long it is likely to last. If the parent or authorized carer cannot be contacted or only their answer phone is available, try the other emergency contacts for the child/young person in the order in which they are listed. Messages should always be left on answer phones requesting an immediate response.
- If after repeated attempts, no contact is made with the parent or authorized carer and a further period of 30 minutes has gone by the senior staff should call the local 0-25 team for advice.
- While the child/young person is waiting to be picked up, they should be supervised by staff. The usual contact with children/young people rules apply.

Incidents of late collection should be recorded by the senior staff and discussed with the parents or carers at the earliest opportunity.



#### 20) Electronic or Mechanical Means of Surveillance within Russell House.

The children/young people who attend Russell House are extremely vulnerable and require a high level of support and supervision due to their individual needs and disabilities.

The front door of the House is electronically alarmed with a lock only release swipe card held by the staff.

The fence surrounding the garden is locked and only the staff have the code to open this.

The sole purpose of these devices is to safeguard and promote the welfare of the residents accommodated in the House.

Russell House use audio monitors for children/young people who have Epilepsy, during the night; these monitors are situated in the child's/young person's bedroom and in the 'parental situation' in the lounge part of the home.

The monitors are used to detect seizures to enable the night staff to hear any movement or unusual noises to be able to respond accordingly.

There are waking night staff on shift, their shift is from 2200 to 0900 Night staffs physically check each child/young person every half an hour to observe their well-being. The staffs open the bedroom doors and check the young person with the aid of a torch.

All staff conducts this procedure unless sought otherwise by parental wishes.



#### 21) Fire and emergency procedures.

Russell House have a robust fire and emergency policy and procedure.

All staff are given fire precaution training and understand how to avoid fires and how to respond in the event of a fire or associated emergency. Senior Staff and Russell House Administrator are Fire Warden trained, which is updated every 3 years.

Staff and young people are aware of the following at admission / induction;-

- Means of escape fire exits and fire procedures.
- Assembly points.
- Fire resistant doors.
- Location of break glass points.
- · Location of fire blankets.
- Need for regular safety checks of fire equipment.
- · Need for regular fire drills.
- · Location of fire extinguishers.
- Liaison with local fire station.
- Fire Risk Assessments take place on a monthly basis.
- Each young person has their own individual fire evacuation risk assessment.

It is policy at Russell House that, in case of a fire being discovered staff should raise the alarm by activating the nearest break glass point. The alarm will instantly sound. Everyone should leave the building immediately through the nearest fire exit, without panic and ensure that a staff member has collected the visitors book, emergency medication, phone and the fire bag and NOT to collect personal belongings.

Staff and young people are instructed NOT to attempt to fight the fire but to leave the building safely. The fire brigade needs to be called dialling 999.

Once staff and young people have left the building they are to gather at the assembly point on the grassed area at the front of the building – keeping children safe and roadway clear. The manager or a staff member is to check the register and visitor book and make sure that everyone is accounted for.

Nobody is to re-enter the building until the fire brigade has authorised.

If there is a fire – staff are to contact the parents of the young people to inform them of the situation (all contact details will be in the fire bag).

Fire evacuations are performed monthly both day and night, so that all children and young people and staff have experienced the evacuations and are aware and have knowledge on what they are to do.

Fire safety checks and carried out weekly on fire extinguishers, fire blankets, smoke detectors, emergency lighting and fire notices. The checks are recorded to meet the requirements in the Health and Safety File and Fire File.

Annual maintenance checks are made to fire extinguishers, emergency lighting, smoke alarms and electrical equipment by external professionals and carried out to assess and advise whether current fire precautions are satisfactory.



#### 22) Arrangements for Religious and Cultural Observances.

Russell House respects and celebrates the diversity of cultures, ethnic identities and traditions. Children and Young people will be encouraged to celebrate their racial and cultural identity. Everyone has a right to be treated fairly and with respect. Staff will not tolerate anyone behaving or treating others in a way that is hurtful, harmful or disrespectful as reflected in Russell House British Values Board.

Russell House will make sure that a Childs/Young Person's cultural, religious and ethnic identity is recognised and will help all Children and Young People to be involved in cultural and other events that are important to them.

If a Child or Young Person belongs to a religious faith, staff will discuss with him or her any help needed to follow the teachings of their religion, such as attending services at particular times and keeping to a special diet. Staff will encourage the Child or Young Person to attend services of his or her religion.

During admission the Child's or Young Person's religious and cultural needs are discussed and integrated into the care plan. Advice will be taken where necessary from external groups as to the most appropriate ways of meeting needs.

While staff may feel free to disclose their own religious choice, this should not be presented as the right choice in any way.

Staff however, should not feel obliged to carry out any actions that may offend their own beliefs. If such a situation is likely to arise, guidance should be sought from the House Manager.



#### 23) Diversity and equal opportunities.

- Russell House staff recognises that certain groups and individuals in our society are discriminated
  against for a variety of reasons, including their impairment or condition. We are committed to
  working towards eliminating any such discrimination in all aspects of our work.
- At Russell House we value the individuality of all the children and young people we work with. We
  are committed to giving all children and young people every opportunity to safely express
  themselves and to achieve their highest potential. Within this ethos we do not tolerate bullying,
  harassment or discrimination of any kind.
- This policy will help to ensure that Russell House staff promote the individuality of all children and young people, irrespective of ethnicity, age, disability, gender, background or behaviour. We aim to reflect the multi-ethnic nature of our society and ensure that the service we offer fosters positive attitudes to all children and young people.
- The purpose of this policy is to communicate Russell House commitment to equality and to establish objectives, responsibilities and monitoring arrangements for the charity. The policy itself should be actively promoted and made readily available so that staff, users and the wider community can be aware of the ethos and commitment KIDS has to inclusion and equality.

#### Our commitment is demonstrated through:

- Endorsing the principle of inclusion throughout Russell House.
- Eliminating barriers in order to maximize participation and development of all children and young people.
- Promoting mutual understanding and respect for the linguistic, cultural and religious diversity of the communities we serve.
- Drawing on the diverse experiences and skills of staff and the wider community.
- Actively challenging discriminatory behaviour to ensure that no child, young person or parent suffers unfair prejudice, and to act on any such incidence in accordance with KIDS House rules on socially acceptable behaviour.
- Enabling all children and young people to have equal status and to have the right to appropriate
  access, with each child/young person being included, and given encouragement to fulfil their
  individual potential.
- Directly addressing issues related to cultural diversity and equality in staff induction and training sessions.
- Monitoring the impact of all our policies on minority groups



#### Russell House staff will:

- Ensure that our provision is available to as many children and/or young people in the specified age range as resources allow, with no child or young person being unfairly excluded or disadvantaged.
- Ensure that all potential children/young people have access to information about the services, and that all leaflets and publicity materials are easy to read, are understandable, and use positive images of cultural diversity.
- Ensure that Russell House staff consult regularly with children/young people and their families to evaluate our services and look at ways of enhancing it.
- Ensure our methods encourage positive attitudes to difference, cultural diversity and race equality, using cultures as a resource for activity ideas and discussion.
- Promote activities food, festivals, images, games, books, dolls, role play, equipment and other
  play opportunities that reflect the diversity of the children and young people and help them
  appreciate and value each other's differences.
- Actively tackle discrimination through reports and newsletters to parents, discussions, activities and displays of children's/young person's work.
- Ensure staff have the necessary support to ensure that so they are aware of their responsibilities and are better equipped to deal with issues of cultural diversity and equality.
- Ensure that Russell House display a wide range of positive images and objects that reflect nonstereotypical roles of racial, cultural and religious diversity and images of the diversity of disability.
- Do our best to facilitate access to tools such as interpreters and document translation to provide support, information and services to parents, staff and visitors for whom English isn't appropriate.
- Ensure that Russell House obtains information about the local community with which to compare our monitoring records.

#### **Russell House staff:**

- Must take into account children's/young person's cultural backgrounds, language needs and religious requirements to ensure that all children/young people feel fully included - personally, racially and culturally.
- Must ensure that all personal and intimate care procedures respect the dignity and culturally diverse needs of all children and young people.
- Should be proactive in building positive relationships with their local communities, they should be
  open, friendly and welcoming to children, young people and other community members to promote
  mutual confidence and trust.
- Should encourage all children and young people to play freely with each other and participate equally in the fullest possible range of activities.
- Must take action to ensure that play work games, activities, events, puzzles, books and other materials promote diversity.
- Must take care to give positive responses to other languages.
- Must be able to recognise incidents of racial bias or abuse and take immediate action in dealing with them.
- Must make clear to children and young people, what constitutes racist or discriminatory behaviour and have clear procedures for dealing quickly with incidents of racist or discriminatory behaviour.



#### 24) Contact arrangements.

Any arrangements for contact with family, friends and all significant others will be discussed at the initial planning meeting prior to admission. Russell House appreciates the importance of contact with significant people and aim to offer a welcoming atmosphere and appropriate privacy. All young people have access to a phone in a private area to facilitate contact.

The House is able to facilitate and if necessary supervise contact between young people and family members, or friends. Contact arrangements are important, and where appropriate will be both encouraged and welcomed.

Before visitors are agreed entry into Russell House the staff have a duty to establish the identification of the visitor, all visitors are asked to sign the visitors book, regardless being family relatives, social workers, therapists or school workers. Russell House staffs have the right to refuse entry to visitors and can ask visitors to leave the home if they believe the visitor's behaviour is unacceptable or may present a risk to the young people.

Russell house is proud of its partnership with parents and carers and demonstrates it's commitment to this by welcoming parents input for all overnight stays



#### 25) Complaints.

On admission all children/young people receive an information booklet specific to their preferred form of communication, parents are also provided with a complaints procedure booklet. We also have a talking photo album, which can be understood more easily by Children and Young People who attend Russell House.

This includes a clear process for making a complaint. Very often complaints can be dealt with on an In-House level using the children's/young persons preferred form of communication. Russell House recognises the importance of a child/young person's right to comment on or complain about any aspect of their care, including daily issues or aspects of their future plan. Also, that those representatives, relatives and other significant people who may wish to complain, have access to the same procedure.

In order to ensure the reliability of the procedure Russell House will ensure;-

- That all children and young people have private access to a member of staff if requested.
- Those representatives, relatives and other significant people have private access to staff if requested.
- That children and young people have a regular opportunity to discuss aspects of their care with other resident children/young people, for example through meetings.
- That children and young people have immediate and private access to their representatives in the case of a serious complaint.

In dealing with In-House complaints, Russell House staff will adhere to the decisions and timescales laid out in its policies and procedures.

All complaints, whether made verbally or in writing are recorded on complaints forms and are kept on the child's/young person's individual file, and are made available for the child/young person, their Social Worker and OFSTED to view. This is also included in the complaints book

In the event of a serious complaint being made, i.e., an allegation concerning adverse care of a child/young person by a member or members of staff then the representative, or a senior representative in their absence, of the placing authority will be notified by the Manager immediately, or in other circumstances by Kids Regional Director

Incidents of serious complaint will be looked at on an individual basis and Kids management will follow procedures laid out in the employee handbook. After the investigation has been completed, if you are still not happy with the response and feel the nature of your complaint is of a serious nature you may wish to contact the Commission for Social Care Inspection at the below address. Children and their families are also able to make a complaint to Ofsted or to the Children's Commissioner for England,

Anne Longfield (appointed March 15) at: Sanctuary Buildings 20 Great Smith Street London SW1P 3BT

Tel: 02077 838330

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

Or

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 1231231

Email: enquiries@ofsted.gov.uk





#### 26) Reviews of placement plans.

Russell House emphasis is working in partnership with children, young people, families, placing authorities, and education being involved in the care planning, care management and monitoring and reviewing process.

Section 26 Children Act 1989 requires that children looked after or receiving respite care have their care plans regularly reviewed.

In addition, progress meetings are conducted to monitor the effectiveness of evaluated each individual care plan.

Russell House insist that placing authorities adhere to the Statutory Reviews format. A representative from Russell House either the Manager, the Deputy Manager or a Senior Practitioner or the child's/young person's Key Worker will be present at any review, and written reports will be submitted.

The views/ opinions of the staff team will be expressed following full consultation with the Manager. Children and Young people are actively involved in their planning process, in terms of both long and short-term care plan objectives.

The staff will advocate for the child or young person if necessary and support them to put their views and opinions forward.

Two forms are completed:-

**One** – completed by the young person is applicable, stating their views on Russell House, home life, school and any other information that they wish to raise.

**Two** – completed by staff – stating concerns, progress, health care, physical well-being, activities and other information that they feel that they would like to discuss.

The children and young people are encouraged to participate at all stages in the planning process of reporting their views. The children and young people are also able to view passed reports and plans concerning their care plan at Russell House.

'Looked after reviews' have recently changed. Children or Young People who attend Russell House less than 75 nights per year do not have 'looked after reviews', however, reports are completed by staff and provided to their social workers.



#### 27) Accommodation in Russell House

Russell House is a purpose built home accommodation, compromising of seven individual bedrooms. The 4 downstairs bedrooms can be used for children or young people with physical disabilities as all beds are adjustable.

The three rooms upstairs are used for the more abled/older children and young people.

Each child/young person will be encouraged to personalise their own room during their stay. There are two bathrooms.

One being a Wet room, consisting of a shower, toilet and sink and bath.

One being a complete spacious bathroom, with a mobility bath, separate shower, sink and toilet.

A communal Lounge, with TV, DVD player, an X-Box and Wii system and a large corner sofa with an additional 2 seater sofa.

An upstairs Cinema Room/Lounge, with Cinema screen and a large corner sofa, DVD player and surround sound.

The kitchen is quite spacious with hi-low surfaces to enable the young people to help with preparation and cooking.

The house has a large enclosed garden area which is easily accessible and has a vast array of sensory equipment.

The house has a large enclosed side vegetable garden area which is easily accessible and includes a Green House/Poly Tunnel/Raised Beds/Garden Tables with benches

The main building has a Sensory room, where young people can relax or go wild in and dive into the ball-pit.

Russell House staff team focus on providing a high quality service for the young people and their families who attend Russell House.

All staff work hard on building trustworthy relationships with all young people and their families. Russell House make an effort on creating a warm, fun and stimulating environment for the young people.



