

# Statement of Purpose

## Potterspury Lodge School

### Potterspury Lodge Children's Home

URN: 2611190 (Children's Home)



<b>Potterspury Lodge Children's Home</b>
<b>Towcester</b>
<b>Northamptonshire</b>
<b>NN12 7LL</b>
<b>07741144363 - Children's Home Managers Office</b>
<b>Reviewed: 07/09/2023</b>
<b>Head of Care: Claire Murr MA</b>
<b>Responsible Individual: Alison Priddle</b>
<b>"Together we can achieve more"</b>

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The following document is written following Schedule 1 of the Children’s Homes (England) Regulations 2015 and any amendments thereafter.

### **0.1 Organisational Overview**

The Cambian Group is one of the largest providers of specialist behavioural services in the UK; caring for both adults and children including those with challenging behaviours and complex needs. Cambian offer specialist education, residential, mental health and fostering services. The Cambian Group provide therapeutic environments and highly dedicated and experienced staff members to improve the outcomes and life chances of individuals in our care. Cambian provides services for more than 2,400 individuals in 286 locations. Cambian work with over 140 public authorities and employ more than 6,000 people.

### **0.2 Position Statement**

Potterspurry Lodge is a group of three homes within the Cambian Group, which is committed to providing the best possible therapeutic care and education on-site packages for young people. Potterspurry Lodge is registered by Ofsted to provide residential care for up to 15 young people aged between 8 and 18 years old with an Autistic Spectrum Disorder diagnosis, with an Education Health Care Plan (EHCP) and/or a learning disability and or a lifelong condition that impacts on the child’s ability to learn.

Potterspurry Lodge Residential service is made up of 3 homes; Oakmore 8 beds, Hawthorne 4 beds and Maple 3 beds. All three homes are set in the grounds of a former hunting lodge with Potterspurry Lodge School adjacent to the homes. Within the homes we offer support for young people using a therapeutic approach, ensuring that all young people are in a caring and stable environment which supports them to achieve the best possible outcomes

Potterspurry Lodge has a diverse and experienced staff team; children and young people are placed in houses with an emphasis on building peer groups relevant to age, interests and group dynamics. Prior to a child or young person being placed at Potterspurry Lodge, a robust assessment process takes place. The home does not accept emergency referrals. There will be a 3 month placement review following on from arrival for all young people to ensure the placement is appropriate for them.

### **0.3 Ethos of the Home (Progressing Outcomes)**

This home is part of The Cambian Group. Potterspurry Lodge believes that the children and young people are valued members of our residential community, and that stability and consistent care can improve outcomes and the life chances of children and young people placed at Potterspurry Lodge

**“Together we can achieve more”.**

### **0.4 The purpose of Potterspurry Lodge is:**

- To offer the highest quality of person-centred care to children based on their individual needs.
- To provide safety, security, stability and support for each child and young person being “looked after”.

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- To ensure that no child or young person is prevented from experiencing and enjoying their childhood.
- To provide age-appropriate routines and boundaries to help develop autonomous individuals who can be safe in society.
- To encourage children to develop social skills, lifelong skills and emotional intelligence.
- To devise comprehensive and individualised care plans to meet the children's physical, personal, social, psychological/emotional, behavioural, cultural, spiritual, communication and health care needs.
- To promote the active and positive presence of young people in the local community.
- To empower young people to exercise choice by ensuring each young person's opinions, feelings and wishes are valued and listened to.
- To support an education programme that develops stimulates and challenges young people.
- To work closely in partnership with parents, carers and other significant adults.
- To work closely in partnership with other professionals and agencies.
- To be an advocate for our young people.

## **Quality and Purpose of Care 1**

Potterspurty Lodge is a registered children's home providing medium to long-term placements for young people aged 8 to 17 years old on the date of admission.

### **1.1 Description of Accommodation**

Potterspurty Lodge has can accommodate up to 18 young people split across three homes, Oakmore, Hawthorne & Maple. Each young person's bedroom has either an ensuite, or a bathroom shared between two.

#### **Hawthorne:**

Floor 1 – 2 bedrooms (Staff sleep in rooms) – shared bathroom.

Floor 2 – 4 bedrooms, 2 en-suite, 1 shared bathroom, 1 shared W/C

#### **Maple:**

Floor 1 – 2 bedrooms, 1 en-suite, one bathroom

Floor 2 – 1 staff bedroom & 1 en-suite, one bathroom

#### **Oakmore:**

Floor 1 – 4 bedrooms, 2 en-suite, 1 shared bathroom

Floor 2 – 4 bedrooms – 2 en-suite, 1 shared bathroom

On each floor in all houses, there is a communal lounge, dining room and kitchen. There is an office in each house.

Young people are encouraged to personalise their bedrooms. Each bedroom has a bed, desk, wardrobe and set of drawers.

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Young people may at times have pets in the home. Dependent upon the young person, it may be allowed that a young person can have a pet they may look after as their own; young people will be encouraged to experience the benefits of taking care of and supporting an animal within the home.

## **1.2 Location of the home**

Potterspury Lodge is located in the Northamptonshire countryside. It is located close to the town of Northampton and city of Milton Keynes, which offers a wide range of recreational activities and local services.

Potterspury Lodge consists of a main Lodge building (the school) with 3 homes. Situated in large country grounds with a fishing lake and Orchard. Facilities on site include a Sports Hall, ICT room, and a sports field set up for football, athletics and tennis.

Potterspury Lodge has detailed Homes Location Risk Assessments (Children's Home regulations 2015 Reg 46); this takes into consideration views from the local police, Missing From Care (MFC) policy and national guidance alongside Northamptonshire's Safeguarding Children Partnership. As part of the location risk assessments, we assess the suitability of the home environment, locations, social setting, education, locality crime rates and local health services.

## **1.3 Arrangements for supporting cultural, linguistic and the religious needs of children**

Opportunities exist for young people to attend religious ceremonies in accordance with their belief and wishes. The staff team are sensitive to the spiritual needs of young people placed and key workers will endeavor to ensure any needs, religious as well as cultural, racial or linguistic are addressed, as identified in the care plan.

As part of the admissions process we will make enquiries about a young person's religious beliefs (if any) and discuss with them and their parents/carers the arrangements which need to be made to enable the young person to follow their religion or receive instruction appropriate to his/her particular persuasion. We will also ensure that the necessary arrangements are in place to meet a young person's cultural and religious needs (e.g. adjustments to menus, facilitating attendance at religious festivities etc.).

There are a number of churches, mosques, and temples in the area of Northampton a short drive from Potterspury. There are also places of worship in Milton Keynes and the local villages.

Young people at the home are offered to attend their place of worship and staff provide transportation for this to happen.

Where young people require prayer books, prayer mats, and religious artefacts or want to attend classes related to their religion, the home will provide a budget and transport to support this.

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Children and young people are supported to maintain positive and healthy relationships with their families and friends which enables them to access their cultural, linguistic and religious needs and keep strong ties to their communities.

#### **1.4 Approach & Ethos**

The emphasis of the service at Potterspurty is to provide a safe, structured and supportive environment whilst offering the same rights and opportunities as enjoyed by young people in mainstream society. We aim to provide high-quality care to enable young people to develop to their fullest potential in preparation for independent adulthood.

At Potterspurty we provide a model of care in line with young people's care plans that aims to increase young people's opportunities for positive outcomes for their future and assist them in changing learned patterns of behaviour and attitudes.

We aim to facilitate this by:

1. Recognising that all young people require a high level of care and nurturing and that they should be seen as individuals with different levels of need.
2. Recognising that some children in residential care will have suffered trauma and disadvantage.
3. Encouraging and supporting staff to understand and address the needs and emotions that cause challenging behaviour rather than just reacting to behaviour.
4. Providing staff and children with strategies to help them understand and control their responses to stressful situations while developing coping strategies
5. Seeking to maximize the potential of each individual young person.

Our philosophy is carried through in our practice and by following the Children's Homes Regulations (2015) and the Quality Standards that go alongside the regulations.

Examples of our philosophy in practice include:

- Making children and young people aware that Potterspurty is their home in which they can play an active part in the running of Potterspurty. Young people are encouraged and supported to personalise their bedrooms.
- We generate a sense of ownership by involving children and young people in house activities through discussion and supporting them to exercise choice.
- We build relationships to support creating a family environment that is secure and supportive of the development of our young people's wellbeing.
- Offering and supporting a wide range of extracurricular activities that are in line with young people's choices to support them to develop new skills, socialise and realise their aspirations.
- Placing a strong emphasis on promoting socialising and group skills helping them to develop strategies to promote positive social behaviours and interaction.



How will we deliver our aims?

We believe that all children and young people who are looked after deserve to live in an environment that resembles and offers ordinary life experiences the same as any other child. We strive to develop positive relationships with young people and to support them to develop resilience and have aspirations that will give them a positive future.

Potterspurry provides:

- A safe and homely environment
- Individual care plans that support a young person to achieve positive outcomes that are reviewed regularly.
- An individualised key work system
- A competent and highly trained staff team, who have been recruited through safer recruitment with an enhanced DBS and undertaken an induction process.
- Effective staff management, regular supervision, and access to a wide range of training courses.
- Effective relationships with all those involved in the care of children and young people ensuring that all young are safe and that we advocated for them and their welfare.
- Support to engage in education either in Potterspurry Lodge School or an external education provision.
- Access to independent visitors and advocates to enable them to express their wishes and feelings and ensure that their voice is heard.
- Access to good health care through local GP's, Dentists and opticians as well as access to Potterspurry Lodge Clinical Team if and when required.

## **2.0 Views, wishes and feelings**

### **2.1 Voice**

Staff will endeavour to ensure young people, their parents and significant others are involved, consulted and encouraged to participate in the decision-making processes where it is appropriate to do so.

It is our experience that young people will often express their wishes, feelings and views spontaneously. Staff will, therefore, respond as appropriate at the time. In addition to this, key working sessions, house meetings and regular progress reviews are used to explore and discuss relevant matters and reach an agreement with the young people and significant others on action to be taken, if any.

Potterspurry Lodge holds weekly 'have your say' meetings, which offer the young people an opportunity to consult and discuss all areas of group living. Input from young people will be encouraged and sought, and their views recorded and acted upon where possible. Issues raised in these meetings may be discussed in the staff team meetings and the Home Manager or Head of Care will provide feedback to the young people. Young people will have the opportunity in key working sessions to be consulted in all matters pertaining to them being

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accommodated at the home and their views will be recorded and acted upon where ever possible.

We also have in place You Said We Did books for each young person to record when you ask us to do something and what we then did. This is in order to improve the service provided at the home. Young people will be encouraged to be involved with all regulatory inspection processes, i.e. Ofsted inspections and their Placing Authority monitoring visits. They will also be consulted by the Independent Regulation 44 Visitor each month about all aspects of the home and their daily lives, to enable recommendations for improvements to be made to service delivery within the home.

## **2.2 Advocacy**

Advocacy services are available on request to all children and young people. There is access to a telephone where free-phone helpline numbers are available. These helplines are run by agencies independent of Cambian such as Child Line, Voice for the Child in Care, etc. Young People in our care can contact these support networks at any time and in confidence.

Children's Commissioner  
Dame Rachel de Souza  
Office of the Children's commissioner  
Sanctuary buildings  
20 Great smith street  
London  
SW1P 3BT  
T: 020 778 383 30  
E: [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

Potterspurry Lodge is visited each month by an Independent Regulation 44 Visitor. During these visits they inspect the premises, sample documents, talk to staff, young people, parents, relatives and other professionals. A report is completed and is shared with the home manager, staff team, placing authorities and Ofsted. This report may include advice on actions to be taken to improve the standard of care provided at the home. Permission is sought from young people and placing authorities for Independent visitors to access young people's written records.

An independent advocate from NAYS visits the homes every fortnight on a Tuesday and is available to all young people. The advocate sends a report to the homes managers after each visit.

## **2.3 Anti-discriminatory Practice and Children's Rights**

Potterspurry Lodge is part of Cambian Group which is an organisation committed to equality, diversity and inclusion both in terms of the staff it employs and the children and young people it looks after. Potterspurry Lodge robustly follows the Equality Act (2010)

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All children and young people at Potterspurty will be made aware of their rights and how to access support, such as the independent visitor, IRO (independent reviewing officer), independent advocate, Children's Rights Commissioner and Ofsted. More information for young people is available in the Children's Guide. A copy of the Equality and Diversity Policy is available on request from the home.

Potterspurty Lodge has the expectation that every child;

- Is valued
- Is treated with dignity and respect
- Is safe
- Is provided with emotional support
- Is developed as a member of society
- Has access to appropriate information
- Has access to advocacy
- Is protected from abuse, neglect, and exploitation
- Has access to education
- Is provided with the highest standards of medical and health care
- Has access to leisure, recreational and cultural activities
- Is protected from bullying
- Has a voice and is listened to

## 2.4 Complaints

Young people have the right to complain.

All complaints are managed effectively in line with company policy. Complainants are provided with an outcome to their complaints and given the opportunity to appeal any decisions made. We will aim to make sure that outcomes are given within 28 days, however, if this is not possible then the complainant will be kept up to date with the progress.

All young people also have access to the Placing Authority complaints procedure. A record of all complaints, whether informal or formal, is kept by the Company and, if the complaint is made by a young person, a record is also placed on their file.

Complaints can be made to:

Claire Murr Head of Care (Registered Manager) [Claire.Murr@Cambiagroup.com](mailto:Claire.Murr@Cambiagroup.com)

Alison Priddle (Responsible Individual): [Alison.Priddle@Cambiagroup.com](mailto:Alison.Priddle@Cambiagroup.com)

James Watson Regional Care Manager [James.Watson@Cambiagroup.com](mailto:James.Watson@Cambiagroup.com)

A copy of the home's Complaints Procedure can be obtained from either the home or Cambian Head Office. Complainants are also advised of their right to complain to Ofsted – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or 0300 123 123. Young people receive a Young People's guide upon joining the home reinforcing this. They are also reminded of this right in their weekly meetings.

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We have a positive attitude to complaints and see them as an opportunity to improve the quality of care we provide for young people. All complaints, whether major or minor are taken seriously and responded to in a timely fashion in line with our policy.

Young people have access to an NYAS advocate who visits fortnightly. The number for Childline is available for all children and young people within the Children's Guide and is displayed in the home.

## **2.5 Culture & Religion**

Cambian is a non-religious organisation, as a result there is no religious or faith-based aspect inherent to the daily living at Potterspurty. However we are aware that culture and religion have a profound effect on social organisation, cultural norms, and personal values/beliefs and therefore we operate an equality and diversity policy for both staff and young people. Every effort is made to ensure this is understood and that no person is discriminated against. All policies and practices within Cambian are intended to ensure that no-one is treated less favourably on the grounds of race, colour, disability, gender, sexual orientation, marriage, age, religious, political or personal beliefs.

Awareness of modern-day Britain and the challenges and celebrations this brings are discussed and developed through staff meetings, training, supervision, young people's meetings and key work sessions. Within Potterspurty Lodge we recognise and celebrate multi-faith events.

Potterspurty Lodge are a group of culturally inclusive homes and is one where children and staff alike recognise, appreciate and capitalise on diversity to enrich the overall learning experience. Fostering a culturally inclusive environment encourages all individuals – regardless of age, gender, ethnicity, religious affiliation, socioeconomic status, sexual orientation or political beliefs, to develop effective intercultural skills. For those young people whose first language is not English emphasis is placed on their linguistic needs. Bilingual support for these children is a highly desirable resource but it has to be accepted that appropriate first language support may not be available for children all the time. Interpreting and translation services are available through the local authorities. Documents in the home can be translated as and where necessary to provide appropriate support, developing and maintaining a home language will support the development of English and is strongly encouraged in the home.

Staff awareness of different religions, specific dietary requirements, the need to assist young people to follow their own religious and cultural faith/belief and the right to privacy in this matter is developed through staff meetings, training and supervision.

## **3. Education**

### **3.1 Management of Education**

Education is part of our key offer and actively supported at Potterspurty Lodge, it is part of all placement plans. We have a school on site Potterspurty Lodge School which takes young

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people from 8 to 16 years old. The Principal is Sarah Stacey and Head of Education is Ben Billington.

The expectation will be that young people will be in education for the whole of the school day (8.50am to 3.00pm) and that young people will be supported in school by Potterspurty Lodge staff. The Education Service is registered with OFSTED and is a 'Good' provider and provides a broad, balanced curriculum based on National Curriculum guidelines which offers externally accredited Entry Level 1, Level 2 and Level 3 qualifications. On entry, young people are placed on appropriate courses which are based on a core offer of English, Maths, and Science together with a program to challenge enrichment, along with actively improving outcomes so that children leave with academic qualifications and the character and resilience to match which supports further study, entry to the job market, or training opportunities.

Education is provided through the attached school, which holds up to a maximum of 62 students. The school is overseen by a qualified and experienced Principal. The education service provides a broad and balanced curriculum based on National Curriculum guidelines; personal development includes citizenship and British values which is part of the KS2, KS3 and KS4 curriculum and is focused on preparing our students for life in 2020 Britain and beyond. At the point of entry all students are assessed with baseline data to tailor pathways appropriate to the individual.

### **3.2 How we support children with Special Educational Needs**

Within this approach, Individual Education Programs will be developed using the baseline assessment (see below) which will include focused literacy/numeracy together with a tailored program of enrichment and a clinical wrap around offer.

Education Assessment will commence pre- admission and will include;

- Assessment of any specific Learning difficulty
- Assessment of reading, spelling, and mathematical ability to determine appropriate pathways
- Collaboration of up to date academic information including all previous and current professional reports/reviews

### **3.3 Education Partners**

Local colleges are sometimes used as part of a personalised programme for young people; Silverstone UTC, Moulton College & Billing Brook Sixth Form.

## **4. Enjoy and Achieve**

### **4.1 How we support the young people to Enjoy and Achieve**

A key part of our ethos is to encourage children and young people living at Potterspurty Lodge to have fun and enjoy themselves. Young people can enjoy a variety of activities whilst living at the home, based upon their likes and dislikes and their individual interests. Activities may also be accessed and enjoyed by all young people and staff. Examples of activities that can cover a wide range are; local music events, shopping trips, holidays, trips to local restaurants,

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parks, sporting events, cinema, theme parks and the seaside. Children and young people can enjoy shared activities such as movie nights, takeaway meals, cultural celebration nights and birthday celebrations. Young people will also have access to the internet, computers and television within Potterspur Lodge.

We pride ourselves on encouraging young people to enjoy childhood and have fun whilst providing safe and enthusiastic staff to help achieve this.

Free time away from the home is permitted following a settling in period at Potterspur Lodge. An agreement around free time is individualised and agreed with the young person and their social worker. Free time is reviewed regularly and staff will have open conversations around expectations and behaviours whilst out on free time.

## **5. Health**

### **5.1 Arrangements to Protect and Promote Health of the Children in the Home**

Individual health care needs are identified prior to or on admission and arrangements for continuity of medical care are recorded in the Placement Plan. Confidential health records are maintained for each young person including details of any health problems or illnesses, prescribed treatments and the administration of medication and drugs. All young people are registered with local doctors, dentists, and opticians. Specialist health services are accessed as required.

We believe that well prepared, balanced and nutritious food is fundamental to a young person's health and well-being along with healthy exercise. Staff plan a nutritious, balanced menu each week, taking into account each child's likes and dislikes and dietary requirements. We aim to create a family environment and therefore encourage all young people and staff to eat their meals together.

### **5.2 Details of provided Health and Therapy**

The provision has an onsite clinical team. The team provide sessions for staff, other professionals and facilitate carers the opportunity to discuss concerns they have about a child's emotional well-being and/or behavioural presentation, and provide an opportunity to consult with an experienced practitioner on such issues as:

- Challenging Behaviour
- Aggressive Outbursts
- Self-Harm
- Relationships between the Young People at the Residential Home
- ADHD
- Mental Health
- Medication
- Autistic Spectrum Disorders

## **PACE**

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At Potterspurty Lodge we are currently imbedding PACE which is supported by the clinical team who are providing the training. PACE is an approach developed by Dr Dan Hughes, an American psychologist who works with traumatised children. PACE stands for Playfulness, Acceptance, Curiosity and Empathy. These principles help to promote the experience of safety in our interactions with young people.

PACE is part of our everyday therapeutic input and can be seen how we support our young people and is evidenced in our paper work; reports, key working & risk assessments.

### **Outcomes Star**

At Potterspurty Lodge we are currently embedding Outcomes Start. What is Outcomes Star? Outcomes Star is family of evidence-based tools for measuring and supporting change when working with young people. It is a unique and innovative way for frontline services to demonstrate their impact whilst improving their keywork.

We have chosen to bring in The Attention Star for our young people aged 8 to 13 years old and The Student Star for our young people aged 13 to 18.

#### **The Attention Star**

The Attention Start is used for young people who are receiving one-to-one support around any difficulties they have with paying attention, learning and/or with their behaviour at school or in other situations.

Together, a young person and the person supporting them decide together which step they are on, and what can be done to make things better. Stars can then be completed over time to record and show any change that has taken place and see how things are going.

#### **The Student Star**

The Start Star helps is to look at what a young persons's life is like. It focuses on nine areas of life that are important to young people such as Practical skills or Well-being.

Each area comes with a five-step scale called the journey of change. We will look at the different areas of the young persons's life with them and together decide which step they are on. This helps us work out what needs to happen next to improve things for the young person.

### **Administration of Medication**

All prescribed medication is administered to children and young people following the instructions on the prescription. It is administered by staff who have been trained and been deemed competent in the administration of medication in accordance with our policy. Medication is kept in a secure locked cabinet which is accessible by trained staff only.

## 6. Positive Relationships

Staff promote positive relationships between themselves and the children and young people through celebrating success and achievements. Staff and children will work together to organise and participate in activities.

Staff at Potterspurty Lodge will promote and support regular contact between children and young people with their family and friends. Visiting/contact plans will be agreed with the placing authority and social worker and shared with the young person. Children and young people may be able to have family and friends visit them at Potterspurty Lodge subject to prior agreement with the homes manager and the young person's social worker. The home has a visitor's policy which is to be adhered to by visitors at all times.

At times supervised contact sessions may be necessary and this can be with the assistance of the staff from Potterspurty Lodge or through contact centre staff depending on the needs of the child and the guidelines set by the local authority.

Children are encouraged and supported to write letters, cards or emails to their family. Children may also use the home telephone to call their friends and family.

Key workers provide a link between the family and the children while they are at Potterspurty Lodge. Key workers keep in close contact with families where appropriate and seek to promote a positive relationship between the child and their family and other important people in their lives.

## 7. Protection of Children

Potterspurty Lodge has written policies for staff which cover such areas as:

- Safeguarding and Child Protection
- Missing Persons
- Behaviour management
- Medication
- Bullying
- Drugs & Alcohol
- Children's Rights
- Complaints
- Bullying
- Whistle Blowing

Copies are available on request.

### 7.1 Safeguarding

All staff are fully aware that any concerns about a young person or staff member need to be reported immediately to the registered manager or regional manager. In cases of suspected abuse of a young person the company's policies and procedures will be followed. In the event staff are concerned about the home manager's practice, they will follow the company's

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whistleblowing policy. If a member of staff is suspected of abuse they will be suspended immediately without prejudice, the LADO will be informed and a full investigation will be undertaken.

Disclosures by young people will be shared with the relevant professionals and children and young people will be informed of this at the time of disclosure. Staff will follow safeguarding policies and procedures at all times.

Potterspurty Lodge practices a robust culture of safeguarding. All staff members receive child-safeguarding training as part of the induction process and with annual refresher sessions with additional training on specific areas of safeguarding provided throughout the year. Potterspurty Lodge works closely with local authorities and public services to formulate personalised plans to protect each young person

Designated Safeguarding Lead (DSL): Claire Murr (Head of Care)

Deputy Safeguarding Leads: Mrs Danielle Roberts (Deputy Head of Care) Charlotte Utaipiboon (House Manager), Beth Donachie (Home Manager) & Briony Patterson (Team Leader)

## **7.2 Missing from Care**

If a child or young person goes missing from care (MFC) without permission the residential provision follow the Missing Children's Protocol. Social Workers and Parents/Carers are informed (where applicable). Looked after children will have a return from missing interview with their social worker within 72 hours upon returning to the provision.

Where a young person persistently goes missing, the issue will be addressed with a multiagency meeting with relevant amendments to the young person's Risk Management Plans.

When completing a young person's MFC risk assessment staff take into consideration a number of policies. Firstly Northamptonshire Police and Northampton County Council MFC protocol describes actions that will be undertaken by the Police in relation to any child or young person who go MFC placement in Northamptonshire. Staff will also combine this with Cambian's MFC Policy and the Local Authority MFC Policy from where the young person is placed.

If a young person has gone missing from the home, the following initial actions are taken by Potterspurty Lodge staff prior to reporting the young person missing

- Make enquires with the other young people including friends and family of the missing person
- If the young person has not previously been noted as leaving the home, check the building and immediate grounds of the residential houses
- Search the immediate vicinity of the home

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- Check out any sources of information that may be helpful in locating the young person
- Call the young person's mobile phone to try to ascertain their whereabouts

If a young person is missing on 3 occasions in 30 days (either individual days or 7 consecutive days), the home manager will discuss with the young person's social worker and to convene a strategy meeting to review and agree the control measures contained in the young person's risk management plan.

If a young person is missing on 7 occasions in 30 days (either individual or consecutive days), the homes manager will request that the young person's social worker contact the Independent Reviewing Officer to chair a meeting and further review and agree the control measures contained in the young person's risk management plan.

### **7.3 Bullying**

Potterspurry Lodge has an Anti-Bullying Policy that is available to all young people. Potterspurry Lodge has a zero- tolerance approach to bullying.

All incidents of bullying are recorded and a careful check is completed to ensure that young people who are victimised receive the help and protection they need, while those who bully have their unacceptable behaviour appropriately challenged.

### **7.4 The Homes approach to Behavioural Support**

The young people who are looked after at Potterspurry Lodge are cared for within an ethos in which they are treated with unconditional positive regard, where they are aware of their rights and responsibilities and where there is an expectation that they will behave in ways, which are acceptable and conducive to living harmoniously with other people. Children and young people have clear boundaries and expectations that are positively reinforced.

Where behaviour falls below the standard expected, this will be discussed with the young person/s concerned and professionals involved in their care. A behaviour management action plan will be implemented to ensure to ensure the child is kept safe and supported when they are in crisis.

Staff will agree, set and maintain safe, consistent and understandable boundaries for young people in relation to acceptable behaviour. Unacceptable behaviour will be responded to with clear, fair, constructive and acceptable disciplinary measures approved by the Registered Manager in consultation with the child's social worker.

Potterspurry Lodge staff support young people to build positive relationships and key attachments with care staff.

All challenging behaviour is addressed through the promotion of de-escalation strategies and the reduction of risk and restraint, to support teaching, learning and caring, by increasing staff confidence and competence, in responding to behaviours that challenge,

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whilst promoting and protecting positive relationships.

All staff at Potterspurty Lodge are trained in CPI Safety Intervention (Crisis Prevention Institute). CPI Safety Intervention is a safe, nonharmful behaviour management system designed to support our staff to provide the best possible Care, Welfare, Safety and Security of individuals presenting with a range of crisis behaviours.

It is acknowledged and understood by all staff trained in CPI Safety Intervention and physical intervention must be a last resort and that it must be necessary and at all times will be reasonable and proportionate to the presenting behaviour. All staff understand that physical intervention is a last resort as will cause a young person trauma and there must be a serious risk of significant harm to the young person or others, or a risk of serious damage to property. In making the decision to use restraint techniques staff will consider any past trauma, ACES (Adverse Childhood Experiences) history of abuse, phobias, size, maturity, physical health, state of mind, the possible influence of drugs or alcohol and the safety of those around them.

### **8.1 Leadership and Management**

The Registered Manager and Home Managers undertake regular audits and monitoring including reporting to Ofsted (regulation 45, Children's Homes Regulations) at least once every 6 months. The regulation 45 review focuses on the quality of care provided in the home, the experiences of the children/young people, and the impact that the care is having on outcomes for the children/young people. The Registered Manager's review is underpinned by the nine Quality Standards.

All employees will receive mandatory training – Safeguarding, CPI Safety Intervention, Health & Safety and First Aid.

New staff will receive a good quality induction as they commence employment which includes face to face mandatory training along with a formal introduction to the home. During their induction new staff are required to make themselves familiar with mandatory important policies.

The company has a large range of Policies that are available for viewing and these include Childcare, Human Resource, and Health & Safety. It is compulsory for all staff that are assigned to work at Potterspurty Lodge to read and sign these to say they have understood the contents.

All staff will receive formal supervision with either their line manager, assistant manager or someone more senior to their role. Company policy is that staff receive supervision 10 times per year and those in probationary periods receive fortnightly supervision. Regular staff to the home will also receive supervision as per home staff.

All staff employed at the home also attend fortnightly team meetings, debriefs and clinical consultation as part of their role.

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All staff have been carefully vetted and relevant documents are received prior to these staff completing any shifts at the home in line with the safer recruitment policy

It is recognised that from time to time teams that form can become of single-sex or majority single-sex and it is important to ensure young people have positive role-modelling of both males and females. All staff are employed to work with the young people in the care of the home and all receive training relevant to their role and homes tasks are completed by all staff irrelevant to their sex. The region employ staff from various cultures, backgrounds and countries and have a good mixture of male and female workers. All staff are employed to work across the services and are at hand to support homes that have become single-sex or majority single-sex; appropriate risk assessing will be completed and advocates can be requested to ensure the needs of the young people are met.

The address and Management details for Potterspurty Lodge and Cambian are as follows:

**Potterspurty Lodge**

Potterspurty Lodge Residential  
Towcester  
Northamptonshire  
NN12 7LL

**Manager:** Claire Murr MA – [Claire.Murr@Cambiangroup.com](mailto:Claire.Murr@Cambiangroup.com)

**Responsible Individual:** Alison Priddle – [Alison.Priddle@Cambiangroup.com](mailto:Alison.Priddle@Cambiangroup.com)

**Regional Care Manager:** James Watson – [James.Watson@Cambiangroup.com](mailto:James.Watson@Cambiangroup.com)

**Contact Details Head Office**

CareTech Foundation  
Metropolitan House,  
3 Darkes Lane,  
Potters Bar,.  
EN6 1AG.  
Tel: +44 01707 601 800

## 8.2 Details Qualifications of Staff

Role	Name	Start Date	Professional Qualification
Head of Care Registered Manager	Claire Murr	8/12/22	Level 5 NPQICL (National Professional Qualification in Centre Leadership) MA Working with Children & Families
Deputy Head of Care	Danielle Roberts	5/12/2016	Level 3 Started Level 5 February 2023
Home Manager	Charlotte Utaipiboon	5/4/2022	Level 3 Starting Level 5 February 2023
Home Manager	Beth Donachie	3/07/23	Level 3
Team Leader	Briony Patterson	15/6/2023	Level 3
Team Leader	Vacant		
Team Leader	Vacant		
RSW	Nadine Muir	18/5/2021	Due to complete Level 4 August 2023
RSW	Ann Conoboy	30/5/2023	Due to complete Level 4 February 2024
RSW	Phoebe Griffiths	9/3/2022	Due to complete Level 4 August 2023 (Break in learning for MAT leave) works 1 day a week
RSW	Romi Maddix-Asiamah	22/1/2022	Only works 1 day needs to enrol on level 4 and complete by 20/1/2024
RSW	Ian Goode	Start date 25/09/23	
RSW Temp 2 Perm	Andrew Shaun Maxfield	17/7/23	
RSW Temp to Perm	Jithan Paul	11/09/23	
RSW	Vacant		
RSW	Vacant		
RSW	Vacant		
RSW	Vacant		
RSW	Vacant		
WN	Ayo Morakinyo	06/6/2016	Level 3
WN	Rashidat A-Mohammed	20/9/2019	Level 3 (currently long term sick)
WN	Blessed Modede	09/4/2018	Level 3

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## **9. CARE PLANNING STANDARD**

### Placement Criteria

Potterspurry Lodge cares for children and young people, male, female and trans-gender aged 8 to and not exceeding 18 years old on admission. We cater for children with an Autistic Spectrum Disorder diagnosis, Learning Difficulties or with an Education Health Care Plan (EHCP) or we feel our practise can support a young person and we have the structures, routines, environment and knowledge and skills to support them.

Each young person will have an individualised care plan in place which will include their day to day living plan, contact arrangements, education, health and behaviour management plan.

### Planned Admission Procedure

1. Enquiry
2. Referral paperwork received
3. Discussion regarding the placement needs between the commissioning team, Care Manager, Home Manager, Clinical Service, Education and the placing authority.
4. Impact risk assessment
5. Placement agreement
6. Visit to Potterspurry by the young person which may include overnight stays (if possible).
7. Room prepared
8. Admission
9. Placement Planning Meeting within 72 Hours

**Claire Murr MA**  
**Head of Care**  
**Potterspurry Lodge**

### Signature Sheet

Name	Job Title	Signature	Date
Sarah Orris	Ofsted Inspector	Shared by Email	
Claire Murr	Head of Care		
Danielle Roberts	Deputy Head of Care		
Charlotte Utaipiboon	Home Manager		
Beth Donachie	Home Manager		
Briony Patterson	Team Leader		
Nadine Muir	RSW		
Ann Conoboy	RSW		
Phoebe Griffiths	RSW		
Ro-mi Maddix	RSW		
Mohammed			
Blessed Modede	WN		
Ayo Morakinyo	WN		
Rashidat Adekunle- Mohammed	WN	Long term sick	
Ian Goode	RSW		
Andrew Shaun Maxfield	RSW (Temp to Perm)		
Jithan Paul	RSW (Temp to Perm)		

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