

# **Statement of Purpose**

## **Potterspury Lodge School**

### **Potterspury Lodge Children's Home**

URN: SC012962

URN: 2611190 (Children's Home)



**Potterspury Lodge School**

**Potterspury Lodge Children's Home**

**Towcester**

**Northamptonshire**

**NN12 7LL**

**01908 542912 - Main School Reception**

**01908 390221 - Children's Home Managers Office**

**Reviewed: 22.4.22**

**Principal: Jenny Nimmo**

**Registered Manager: Chris Pearce**

**Responsible Individual: Mark Cole**

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Reviewed By Registered Manager 6.5.22

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## 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

## 2. Quality and Purpose of Care

### 2.1 Position Statement

Potterspury Lodge is a home within the Cambian Group, which is committed to providing the best possible therapeutic care and education on-site packages for young people. Potterspury Lodge is registered by Ofsted to provide residential care for up to 20 young people aged between 8 and 18 years old of either gender, with an Autistic Spectrum Disorder diagnosis.

Potterspury 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 Potterspury 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.

### 2.2 Ethos of the Home (Progressing Outcomes)

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This home is part of The Cambian Group. Potterspurty 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 Potterspurty Lodge

**“Together we can achieve more”.**

Potterspurty Lodge recognises the importance of equality and diversity and values every child and young person as a unique individual. Potterspurty Lodge aims to support children and young people in transitioning into adulthood by helping children and young people develop the independent skills to succeed in modern Britain.

With consistent staffing, the young people are able to build relationships based on mutual respect and trust. Children and young people all have a keyworker who will maintain a comprehensive placement plan and risk management plan for each young person in the home. Recorded key working sessions enable the young people to reflect on their residential experience at Potterspurty Lodge.

Children and young person are encouraged to contribute to the homes décor, activities, menus and routines. Weekly house meetings are held to allow the young people to discuss their homes and residential experience.

Children and young people are aware of their right to comment or complain about their experience, an appointed Advocate for the home visits the site fortnightly.

Families are encouraged to be actively involved with the residential experience at Potterspurty Lodge, and are encouraged to express their views on the setting.

Multi-Agency working is at the centre of planning successful care for all young people. Although the staff at Potterspurty Lodge will work together with all agencies relating to each young person, they too believe that these agencies including that of the local Authorities, should be challenged if it is felt they are not acting within the best interests of the child (Children’s Home regulations 2015 Reg 5).

## **2.3 Description of Accommodation**

Potterspurty Lodge has 20 young people’s bedrooms split across 3 houses. Each young

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person's bedroom has either an ensuite, or a bathroom shared between two.

**Hawthorne:**

Floor 1 – 2 bedrooms – 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 – 2 bedrooms – 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

Floor 3 – 2 bedrooms, shared bathrooms

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.

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.

## **2.4 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 with 3 annexes. 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 Home (MFH) policy and national guidance alongside Northamptonshire's Safeguarding Children Partnership. As part of the location risk assessments, we assess the suitability of

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the home environment, locations, social setting, education, locality crime rates and local health services.

## **2.5 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.

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.

## **2.6 Complaints**

Young people have the right to complain.

Potterspury Lodge has a Complaints Policy; 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 advocate who visits fortnightly. The number for Childline is available for all children and young people.

All complaints are recorded and regularly monitored.

In the event that a complaint is received, it will be dealt with immediately and in line with statutory requirements and company policy.

Complaints can be made to

Ms Jenny Nimmo (Principal): [Jenny.Nimmo@Cambianguroup.com](mailto:Jenny.Nimmo@Cambianguroup.com),

Chris Pearce (Registered Manager) [Chris.Pearce@cambianguroup.com](mailto:Chris.Pearce@cambianguroup.com)

Mark Cole (Responsible Individual) – [Mark.Cole@cambianguroup.com](mailto:Mark.Cole@cambianguroup.com)

Individuals will also have access to printed complaint forms and stamped pre-addressed envelopes to send to the relevant Operational lead if they choose not to speak with someone in their home or education setting. Depending on the service type, the addressed envelopes will be sent to either:

Education Services

Residential Services (West)

Residential Services (East)

At the postal address: Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG

## **2.6 Access to Child Protection and Behaviour Management Policies**

Potterspurty Lodge's Child Protection Policy and Behaviour Management Policies are on the school website.

<https://www.cambianguroup.com/specialist-education/our-schools/asperger-schools/potterspurty-lodge-school/reports-policies/>

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## **Safeguarding**

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

Cambian has a whistle blowing policy and the home emphasises the ethos that safeguarding concerns should be reported promptly. Potterspurty Lodge's Designated Safeguarding Lead and Deputies are on posters displayed in the staff offices.

Designated safeguarding lead: Sharon Taylor (Designated Safeguarding Lead)

Deputy Safeguarding Leads: Mr Chris Pearce (Registered Manager), Mrs Kerry Webster (Mental Health Practitioner), Mr Rhett Cameron (Head of Education), Mr Robin Ackroyd (House Manager), Miss Jenny Nimmo (Principal)

## **Missing from Care**

If a child or young person goes missing from care without permission the school and residential provision follow the Missing Children's Protocol. Parents/Carers are informed (where applicable) and if a child has a social worker, they will be informed.

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 missing from Care 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 missing from a care 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

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- 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
- 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 homes 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.

### **Bullying**

Potterspurty Lodge has an Anti-Bullying Policy that is available to all students. It is also available on the school website. Potterspurty Lodge has a zero tolerance approach to bullying.

The Anti-Bullying Policy can be found at

<https://www.cambiagroup.com/specialist-education/our-schools/asperger-schools/potterspurty-lodge-school/reports-policies/>

All incidents of bullying are recorded and a careful check is kept 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.

## **3. Views, wishes and feelings**

### **3.1 Policy and approach to consulting children about the quality of their care**

The children and young people at Potterspurty are invited to weekly house meetings within each home. There are also opportunities to participate in the School Council.

At Potterspurty Lodge we actively promote the involvement of young people and their families (where appropriate) in the development and running of the residential homes.

All children and young people within the home are engaged in weekly key working sessions with Residential staff.

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The opinions and views of our young people are valued and respected with young people given the opportunity and chances to contribute to the residential community.

Young people are allocated a keyworker who will regularly meet with them to discuss the residential experience including reflecting on negative behaviour, organised activities and any issues a young person wishes to discuss.

Staff also consult with placing Social Workers and other professionals involved with young people about the overall running of the residential houses.

### **3.2 Anti-discriminatory practice in respect of children and their families**

Potterspurty 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.

Potterspurty Lodge robustly follows the Equality Act (2010)

### **3.3 Children's Rights**

We believe that all young people are equally entitled to have their needs met and to be free from abuse and exploitation.

Children and young people will have the opportunity to speak to an Advocate fortnightly.

We uphold the Principles of Care, for promoting anti-discriminatory practice, and promotion of children's rights, respect and dignity as follows:

Children have the right to live in a home that is safe, warm, happy, nurturing, stable, valuing, affectionate, and secure, free from abuse, and recognises the individual needs of the young person. Children have the right to have full access to education, health care, social life, community facilities, and to have the opportunity to live as full a life as possible.

## **4. Education**

### **4.1 Management of Education**

Education is part of our key offer and actively supported at Potterspurty Lodge, it is part of all placement plans. The expectation will be that young people will be in education for the whole  
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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 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 programme 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.

#### **4.2 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 programme 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

#### **4.3 Dual Registration**

Potterspurty Lodge holds two separate registrations - As a school and a Children's Home.

#### **4.4 Education Partners**

Local colleges are sometimes used as part of a personalised programme arranged by the Head of Education.

For all new residents, the home requests information from the social worker and the previous school(s) surrounding the young person's educational needs. Information requested includes:

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information about individual EHCPs, current attainment levels, educational needs and future short and long term targets.

Education plans are used as working documents.

We recognise the importance of a clear and achievable education plan for all young people leaving care and it is a pre-requisite of any placement that the young person agrees to engage in the plans negotiated. At the end of Year 11 young people need to decide which form of education they wish to pursue up to the age of 18. However, all young people will have a Pathway Plan and this must involve employment, a work placement, a college placement, modern apprenticeship programme or be part of the Connexions Entry to Employment Scheme.

Our School has a 6<sup>th</sup> Form hence students are offered the chance to stay on into Post 16 education at Potterspury Lodge, which the majority decide to do before moving onto one of the above options. It is our aim to encourage all young people to challenge themselves, to aim for their full potential whilst ensuring that the expectations placed on them are achievable and in their best interests.

### Objectives

1. To provide the opportunity for young people to realise and fulfil their academic potential.
2. To provide the opportunity for young people to achieve accredited qualifications.
3. To provide a variety of learning experiences and opportunities to develop character and resilience alongside being ready for modern Britain e.g. work experience, educational outings, research and projects.
4. To provide structure to daily living routines.
5. To encourage young people to socialise safely both in-house and within the community

#### 4.5 Educational Support Provided (outside School hours)

The residential homes will work closely with the school and ensure staff fully understand the school's code of conduct, behaviour management and reward systems.

Residential staff also make sure that positive feedback from any education setting (onsite or offsite) is passed on to parents, social workers and other key professionals.

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Residential leaders attend the school's briefing in the morning and have a section where key announcements are made by Residential Leaders to Education Staff.

Residential students can undertake additional homework within the home environment, and Post 16 students receive support with assignments and course work.

Students are offered a gradual transition into education dependent on their level of need.

## **5. Enjoy and Achieve**

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

All residential students are encouraged to participate in activities offsite. Young people are encouraged to join local sports teams, clubs and gyms to develop social skills and enjoy physical exercise.

Other young people are members of local trading card game clubs and participate in activities and tournaments around their hobbies.

Staff support young people to pursue hobbies and interests that find involvement in the local community to develop social skills and independent skills. The local towns have a vast array of local activities. Young people are encouraged to manage a weekly budget pertaining to their home.

Onsite, young people are encouraged to use the vast grounds to play sports, partake in gardening, ride bikes and socialise with peers.

Some young people have pursued part time employment in the local community undertaking weekend and evening work in retail.

## **6. Health**

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

#### General Health

Staff are trained in the administration of Emergency First Aid. Information about the walk in centre; Local NHS services are available to all young people. Daily recording monitors young people's food intake and hygiene. Staff are trained to safely dispense medication.

Where possible the home supports young people to stay registered with the same health professionals from their previous placement. Where this is not possible due to distance young people are registered with local health services, for our young people this is:

Towcester Medical Centre

Link Way

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Towcester  
Northants NN12 6HH  
Tel.no: 01327 359953

DW Roberts (Opticians)  
16 High Street  
Stony Stratford  
Milton Keynes  
MK11 1AF  
01908 562355

Bridge Dental Practice  
E, 6AF, 58A Watling St, Towcester NN12 6DT  
01327 358214

Named Nurse for Children In Care & Service Manager Children in Care/YOS Health:

Lisa Griffiths

Newland House

Newland

Northampton

NN1 3EB

Mob: 07808 200356

Email: [Lisa.Griffiths@nhft.nhs.uk](mailto:Lisa.Griffiths@nhft.nhs.uk)

[Lisa.Griffiths20@nhs.net](mailto:Lisa.Griffiths20@nhs.net)

Young people are encouraged to partake in a range of different types of exercise. Staff members encourage young people to lead a healthy balanced lifestyle. Each young person has an individualised health plan that covers their medical history, allergies, diet, exercise, personal hygiene and physical and emotional health.

The Home also has a Clinical Team who are available to work with staff on any issues related to psychological and emotional wellbeing of the young people and work in conjunction with the school to provide a wraparound support service. Young people can self refer to the clinical team.

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## **6.2 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

## **7. Positive Relationships**

A young person will be supported and encouraged to maintain contact with their family (if applicable). Visits from friends and family are important and Potterspur Lodge will endeavor to promote a warm welcoming experience for everyone.

In most cases, it is beneficial for the young people who live at Potterspur Lodge to maintain constructive contact with the important people in their lives, either directly or by e-mail, phone or letter.

Each house has a mobile phone that young people can use to call friends and family. Where young people's family and friends wish to visit the home, staff can arrange this.

Young people have access to an independent advocate on a fortnightly basis.

## **8. Protection of Children**

### **8.1 The Homes approach to the Monitoring and Surveillance of Children**

The company has an Electronic Monitoring Policy, which is reviewed annually. This covers guidance and company expectation on the use of CCTV, door alarms and any other use of electronic monitoring used by our homes

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At Potterspurty Lodge, electronic surveillance is not currently used within the homes.

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

The young people who are looked after at Potterspurty 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.

Consequences occur for poor behaviour with staff challenging negative and unacceptable behaviours.

Each young person also has individual targets, which they are rewarded for achieving on a daily basis, they can also save up the rewards for bigger end results.

On occasions, young people will behave in ways that are unacceptable and which require the imposition of a consequence. When this occurs, the purpose is to encourage the young person to reflect on their behaviour and promote change. The imposition of consequences is not intended to punish young people. When consequences are used, they will be fair, appropriate to the particular young person and proportionate to the behaviour in question.

## **8.3 Management of Restraint and Physical Intervention**

All staff at Potterspurty Lodge are trained in the use of MAPA (Management of Actual and Potential Aggression) – MAPA is the use of de-escalation strategies and techniques to manage challenging behaviour – including verbal and physical aggression. Physical intervention is used as a last resort when necessary to manage physical aggression towards staff or peers, to prevent severe damage to property, to prevent injury or to keep a young person or other people safe. Staff are trained annually with intermittent training on how to manage challenging behaviours from children and young people. Physical intervention is rarely used in the residential setting.

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## 9. Leadership and Management

### 9.1 Details and work address of Registered Provider, Responsible Individual and Registered Manager.

Potterspury Lodge is part of the Cambian Group:

The Cambian Group  
Metropolitan House  
3 Darkes Lane  
Potters Bar  
Hertfordshire  
EN6 1AG

The Responsible Individual for the home is: Mark Cole

Potterspury Lodge  
Towcester  
NN12 7LL

The Registered Manager is Chris Pearce

Potterspury Lodge  
Towcester  
NN12 7LL

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## 9.2 Details and Qualification and experience of staff

**Chris Pearce – Registered Manager** - Mr Chris Pearce has been a member of staff at Potterspurty Lodge since 2005 holding numerous posts including Support Worker, House Parent, and Deputy Head of Residential (Care). From January 2020 he was appointed as the permanent Head of Residential. Chris became registered manager of the home in January 2021 when the Children's Home was registered with Ofsted. Chris holds a Level 5 Diploma in Leadership and Management in Residential Childcare. Chris is an alumni of the University of Leeds with a BA (Hons) Degree in Broadcast Journalism.



**Jenny Nimmo – Principal** – Miss Jenny Nimmo has experience as a Headteacher, Deputy Headteacher, Education Consultant, and Local Authority Manager across Maintained, Independent, and Special Schools. Her recent leadership roles have included the successful removal of special measures in two schools who both went onto achieve Ofsted "Good" judgements in every category alongside Inclusion Manager for a London Council which involved working with 75 Ofsted rated "Good" and "Outstanding Schools". As an alumni of Ambition Institute's flagship Future Leaders Scheme which trains School Leaders, Jenny strongly believes in ensuring that all students are enabled and encouraged to achieve their potential and develop individual gifts and talents.



### **Mark Cole – Responsible Individual**

Mark has 21 years' experience in working in residential care and has joined Potterspurty College as the interim Responsible Individual from his role as the Regional Mobilisation and development manager for Cambian West.

Mark has held regional manger and head of service roles previously with a solid background in safeguarding children; leadership and management in residential care; multi-agency working and developing the skills required to work with children in residential care. He has a good understanding of working with attachment difficulties and early life trauma and experience of running services working with young people with an ASD diagnosis.

Mark is passionate about engaging children in play and ensuring that the young people he works for have opportunities to lead active and engaging lives. Mark has an NVQ3 in Health and social care, children and young people as well as level 4 RMA award.



## **9.2 Staff Contingency Arrangements**

There is always a senior member of staff on shift where possible.

There are cover arrangements in place for any bouts of sickness and holidays via allocation of these hours to other staff members both from the residential and education team of the school.

## **9.3 Staff and Management Structure (Education and Health)**

Miss Jenny Nimmo is the Principal for Potterspury Lodge, the children's home is managed and led by Mr Chris Pearce who is the Registered Manager. Ms Lisa Lyons is the Cambian Regional lead for Education in this region.

### **Staffing Ratios and Shift Patterns**

The staffing of the residential provision is dependent on the number of young people in each home, a minimum of two staff are deployed to each home, with adjustments made according to how many young people are in each home on each shift. Support workers work for 40 hours spread across 3 shifts in a week. Sleep in staff are used in conjunction to Waking Night Staff to manage overnight periods.

### **Staffing Structure and Cover**

Potterspury Lodge has:

One Registered Manager

Three House Managers (One on Maternity Leave)

One Seconded House Manager

Two team leaders

Residential support workers

Waking night support workers

### **Potterspury Staff Structure**

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Chris Pearce (Registered Manager)

**Leadership Team – Children’s Home**

Danielle Roberts (Home Manager) - Maternity Leave from February 2022

Robin Ackroyd (Home Manager)

Charlotte Utaipiboon (House Manager)

Marley Brittain (Seconded Home Manager)

Henry Parker (Team Leader)

Allan Amir Gowhar (Team Leader)

**Day Team - Residential Support Workers**

Amanda Daniells, Rosemary Plant, Phoebe Griffiths (Maternity Leave), Michelle Roberts, Chris Lipscombe, Luke Heavey, Jade Garret, Nadine Muir, Zena Ricci, Gemma Lane, Lauren Everson, Romi Asiyama (Overseas Education Break), Michelle Roberts.

**Night Team - Waking Night Support Workers**

James Amissah, Ayo Morakinyo, Jessie Muchangwarira, Blessed Modede, Daniel Chaipa, Mm’hawa Barry, Rashidat Adenkunle Mohammed, Omo Ulori

**Potterspury Lodge Clinical Team**

Clinical Psychologist - Dr James Winkworth

Mental Health Practitioner - Kerry Webster

Occupational Therapist - Gem Herriot

Speech and Language Therapist - Laura Watling

Assistant Psychologist - Zoe Ryan

**Education Staffing Structure**

**Senior Leadership Team**

Jenny Nimmo – Principal

Rhett Cameron – Head of Education

Reviewed By Registered Manager 6.5.22

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Gary Kemp – Senior Assistant Principal

Lee Pyrah – Lead SEN Business Finance Manager

Sharon Taylor – Designated Safeguarding Lead (Site)/Assistant Principal

#### Head of Years

(Overview of Pastoral Matters, Academic, and Attendance monitoring together with liaison with the Residential and Clinical Teams for each student)

Head of Year 7, 8, and 9 (Key Stage 3)

Katie Harvey

Head of Years 10 and 11 (Key Stage 4)

Brogan Rock

Head of Years 12, 13, and 14 (Head of Sixth Form)

Lauren Mulvaney

#### Whole School Pastoral Team

Josh Mayer

#### Additional

SENCO – Sarah Rubery

Admissions Officer – Sam Mayer

Administrator - Elaine Burns

#### **Qualifications and Experience of Residential Team.**

Chris Pearce - Registered Manager - 17 years' service, 17 years' experience, BA Hons Degree Broadcast Journalism, Level 3 – Health and Social Care, Level 5 – Leadership and Management. DSL trained. Safer Recruitment trained.

Danielle Roberts – House Manager (Maple) - 4.5 years' service, 8.5 years' experience – Level 3 Diploma in Children and young peoples' development, undertaking Level 5 Diploma in Leadership and Management in Residential Childcare. Safer Recruitment Trained, DSL Trained – **Maternity Leave from February 2022**

Robin Ackroyd – House Manager (Oakmore) - 3 years' service – 7 years relevant experience, PGCE – Art and Design Teaching – Level 4 Diploma for Residential Childcare – Undertaking Level 5 Diploma in Leadership and management - Safer Recruitment Trained. DSL trained.

Reviewed By Registered Manager 6.5.22

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Marley Brittain – Seconded House Manager – 2 years’ service, 2 years’ experience, Level 4 Diploma in Residential Childcare, BSC Hons – Psychology

Charlotte Utaipiboon – House Manager – April 2022 start (Probation) – Level 3 in Residential Childcare – 16 years’ experience

Henry Parker - Team Leader – 9 years’ service, 9 years’ experience – Level 3 Diploma in Children’s and young peoples’ workforce, undertaking level 5 diploma in leadership and management in residential child care

Rosie Plant – Qualified Residential Support Worker – 4 years’ service, 4 years’ experience – Level 4 Diploma in Residential Childcare.

Allan Amir-Gowhar – Team Leader - 3 years’ service, 3 years’ experience - Undertaking Level 4 Diploma in Residential Childcare.

Christopher Lipscombe – Qualified Residential Support Worker – 2.5 years service, 11 years’ experience in the education sector, Postgraduate Degree in Education, Level 4 Diploma in Residential Childcare

Phoebe Griffiths – Residential Support Worker – Started March 2020 – 9 months Youth Working experience – BA Business Degree – Undertaking level 4 diploma in Residential Childcare - **On Maternity Leave – August 2021**

Luke Heavey - Residential Support Worker - Joined in April 2021 – Undertaking Level 4 Diploma in Residential Childcare

Jade Garret – Residential Support Worker - Joined in April 2021 - 10 years experience in social care - Social Work BA Hons Degree – Undertaking Level 4 Diploma in Residential Childcare

Nadine Muir – Residential Support Worker - Joined in May 2021 – First role in care role – undertaking Level 4 Diploma in Residential Childcare

Zena Ricci -Residential Support Worker -Joined in August 2021 - 8 years experience in a primary school setting – Undertaking Level 4 Diploma in Residential Childcare

Gemma Lane – Residential Support Worker - Joined October 2021 – Undertaking level 4 diploma in residential childcare

Lauren Everson – Qualified Residential Support Worker – joined in December 2021 (Probation) – Level 3 diploma in health and social care.

Romi Michelle – Residential Support Worker – Probation (Weekends only) January 2022 start (**On Overseas Education Break**)

Michelle Roberts – Residential Support Worker – April 2022 start (Probation)

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James Amissah – Qualified Waking Night - 4 years’ service – 7 years’ experience in the care sector – Level 3 Diploma in residential Childcare. BA Hons Special Education Needs.

Daniel Chaipa Qualified Waking Night – 2 years’ service – 3 years’ experience in the care sector – Level 3 Diploma in Residential Childcare.

Omo Ulori – Qualified Waking Night – 2 years’ service – 16 years’ experience working in the care sector - Level 3 Diploma in Residential Childcare.

Ayo Morakinyo – Qualified Waking Night – 4 years’ service – 15 years’ experience working across teaching and the care sector - Level 3 Diploma in Residential Childcare

Jessy Muchangwarira –Qualified Waking Night – 4 years’ service – 20 years’ experience in care sector – Level 3 Diploma in Residential Childcare.

Rashidat Adekunle-Mohammed – Qualified Waking Night – 2 years’ service – 8 years’ experience in the care sector - Level 3 Diploma in Residential Childcare

Mm’hawa Barry – Qualified Waking Night – 4 years’ service – 6 years’ experience in the care sector – Level 3 Diploma in Residential Childcare

Blessed Modede – Qualified Waking Night - 4 years service - Level 3 diploma in residential childcare.

#### **9.4 Professional Supervision arrangements for Staff, Educators and Health Care Professionals.**

The company procedure and home’s practice on supervisions are that;

- All contracted staff members have regular supervisions.
- Supervisions are undertaken at a time as to not disturb continuity of care/education
- Staff receive between 8 – 10 supervisions per academic year.
- In line with national professional guidance and the requirements of the HCPC and other regulatory bodies, clinical team members receive case-based supervision from senior staff with advanced expertise in the field of child and adolescent mental wellbeing.

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## **9.5 Gender status of the home and positive role models**

At Potterspury Lodge, we have a diverse staff team with a mix of male and female members of a range of different backgrounds and experiences. Staff conduct themselves in a professional manner following Cambian's Code of Conduct.

## **10. Care Planning**

### **10.1 Admission process**

There are a number of stages to the company and homes referral procedures. The first is that the Commissioning Team will assess which referrals they feel will be best suited to gain the most out of a placement at the home. Information from the local authority is sent through to the Home's Manager who looks at the young person's needs and the needs of the current residents. The Manager then communicates with the Commissioning Team on whether they feel the referral could be well placed in the Home and how the Home will meet their needs while taking into consideration the other residents. Where the Local Authority and the Home are in agreement the placement can then begin. Due to the circumstances surrounding the majority of referrals most placements start within a day or two of matching.

The Registered Manager must notify the Local Authority in writing of any admissions to the home for young people who live outside the Local Authorities designated boundaries. In addition the registered manager must also notify their Local Authority of any discharges. At Potterspury Lodge this is Northampton County council which is done via email [cypsnccintialcontact@northamptonshire.gcsx.gov.uk](mailto:cypsnccintialcontact@northamptonshire.gcsx.gov.uk)

In order to be considered for a placement at Potterspury Lodge, the young person must meet a number of the following criteria:

- Aged between 8 years to 18 years at the time of referral
- Has an allocated case holder.
- A diagnosis of ASD.
- EHCP or Statement of Need

In addition to the above criteria, we must also consider the dynamics of the resident group within Potterspury Lodge and the impact when introducing a young person into this setting. Consideration must be given, both to the impact of the young person on the resident group,

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and vice-versa. This has to be a value judgment and can only be made at a high level with the benefit of in-depth knowledge and understanding of the resident group and by having access to as much information as possible about the proposed referral.

- A young person is referred to Potterspurty Lodge via the Commissioning Partners who will provide appropriate information.
- Any additional information required by Potterspurty Lodge is to be provided by Social Worker(s) at this stage.
- Senior Managers and the Home's Manager discuss appropriateness of referral – if yes:
  1. Potterspurty Lodge staff to meet young person, parent/carer and placing Social Worker where possible to discuss the placement and allow the young person and their parent/carer to meet staff and look around.
  2. Following this meeting if all parties agree that the placement is suitable an offer is made for an initial 3 month assessment period.
  3. At the end of this period a placement review is held. If all involved parties still feel it to be an appropriate placement then a permanent offer is made and a detailed Placement Plan, Individual Education Plan and Individual Action Plan produced.
  4. The placement is then subject to regular review (with appropriate timescales) through the Looked after Children process.

## **10.2 Emergency admissions**

Potterspurty Lodge does not offer emergency admissions.