

# STATEMENT OF PURPOSE

## Orion



**Cambian Brook View School**

**Ward Green Lane,**

**Ribchester, PR3 3YB**

**Tel: 01254 942362**

**SOP Completed: April 2022**

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## 1. Organisational Overview

We at Cambian Group, are one of the largest providers of specialised care in the UK. We cater for both children and adults including those with challenging behaviours complex needs, Autism, and Learning Disabilities. We offer specialist education, residential, mental health provisions and fostering services, ensuring that each child, young person and adult in our care achieve their personal best. At Cambrian Group we provide tailored care packages in therapeutic environments and our highly dedicated and experienced staff teams support individuals to empower individuals to progress towards a better life and prepare them to live as independently as they can. Our children's services aim to meet the needs of children across the spectrum of care. We provide a range of specialist services that support this ambition providing where possible every child the care, therapy and learning they need to ensure they achieve their personal best. We focus on delivering clear outcome for each person in our services.

## 2. Quality and Purpose of Care

### Position Statement

Orion is situated on the site of Brook View School, part of the Cambian Group Ltd. and CareTech Holdings Ltd. We provide a high standard of care for up to 5 children and young people aged 8- 19 years of age. We offer 38 and 52-week residential provision for boys and girls with a diagnosis of Autism or who are on the ASD pathway and may have suffered trauma or other related conditions. We support children and young people with a wide range of learning difficulties including those with behavioural, social and emotional as well as mental health and communication issues.

All our children and young people will have associated learning difficulties and at times may display behaviours that challenge. Our children and young people will have an Education Health Care Plan (EHCP) in order to meet their individual abilities, both academically and communicatively, which will vary and may cover a wide range of needs. Orion, in conjunction with Brook View School, maintains an ethos of individual learning through experiences with the aim to support our children and young people to achieve a level of independence and appropriate community access at their individual level. This will include integrated clinical and therapeutic support through Brook View School.

### Ethos of the Home (Progressing Outcomes)

The aim of Orion is for each of our children and young people to achieve their personal best. This is defined by their care needs with support from staff and other agencies. Everything we strive to do is directed towards achieving their individual targets. Key objectives for our children and young people are to improve their communication skills, social skills, including progress in self-management of behaviours, independence and life skills, to increase self-awareness of physical health and well-being. This will be achieved through children and young people thriving in a nurturing safe environment that they see as their home. Children and young people can use Tablets and other communication aids to support their feelings and

wishes being heard. Children and young people are consulted about different aspects of their care, from food to off-site activities. We have a multi-cultural environment to help children and young people to have a sense of belonging and to experience their own cultures and beliefs. A positive multi-disciplinary approach is integrated into the home and school. The wellbeing of children and young people is the home’s main objective with mutual respect for each other so that the home environment is a happy experience for everyone who lives and works there.

### Description of Accommodation

Orion is a single story 5 bed home with en-suite bedrooms, a communal lounge, a communal hub with IT facilities and an area for arts, crafts and games, a quiet sensory room, a wet room, a communal kitchen diner and a utility room.



Orion is an inviting nurturing environment of warmth and comfort. The rooms are furnished and decorated to a high standard, and each room is equipped with furniture and surroundings that are familiar to our children and young people and that keeps them safe. All rooms are well maintained with the safety of our children and young people paramount. The children and young people are involved in choosing the décor of their bedrooms and personalising them with their individual style supported by the staff teams.



Outside there is a spacious garden that is secure and safe, with a picnic bench and a well-maintained play area which provides children and young people with a place to have fun

safely. Children and young people have the opportunity to be involved in the flowerbed planting to enhance the garden while developing their skills and having their favourite colours to see.



Home and school function alongside each other to create a ‘holistic approach’ in meeting each individual child or young person’s needs. There is a learning centred philosophy that wraps all provisions around the child or young person to maximise their chances of success. Home and school also work alongside each other to create joint Individual Education Plan (IEP) targets that are current to the child and young people’s needs with evidence of progression both within the home and school setting. The care, clinical and education staff liaise in weekly team meetings to provide evidence that the young people are progressing in the identified areas of their IEP both within the home and the education setting, ensuring that joint working is followed to improve outcomes for each child or young person.

### **Location of the Home.**

Orion is situated in Ribchester near Preston, Lancashire, within a short distance from the seaside towns of Blackpool (20 miles) and Southport (22 miles). The home is on the Brook View School site and is a rural location, with the local village of Ribchester a four-minute drive away. Additional shops such as clothes shopping, food shops and other shopping facilities are close by in Preston. Within the local area there are a range of cultural and recreational facilities including parks, libraries, sports facilities, religious and cultural centres. The home also enjoys a positive and friendly relationship with the neighbours and the close local community. Within easy reach there is access to a wide range of educational and entertainment facilities including cinemas, museums, theatres and bowling alleys.



### **Arrangements for supporting the cultural, linguistic and religious needs of children and young people.**

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

If a child or young person has particular cultural, linguistic or religious beliefs, and wishes to pursue those beliefs, it is important that they feel able to do so. The staff team at Orion will always actively support everyone in pursuit of their beliefs. Whether that is by providing a certain choice of food or preparation of food, by ensuring transport to and from chosen place of worship or personalising rooms with pictures or quotes from individuals belief/religion. We would also support them through access to people with similar backgrounds and via local amenities such as social groups or churches, mosques or temples. We encourage other children and young people to respect the religious, cultural and linguistic needs of others by introducing and sharing their experiences with theme nights.

In meeting the needs of children and young people from other ethnic groups are discussed to develop an inclusive and supportive Home. We aim to create a stable, accepting, caring environment, which will help to:

- Enhance the child or young person's self-esteem.
- Provide the child or young person with coping strategies necessary for living in a society where they may experience stereotyping and prejudice.
- Create a climate where racial and religious differences are acknowledged and valued and actively encouraged rather than ignored.
- Support visiting parents, relatives and friends to feel welcomed and supported in the home when they visit our children and young people.
- Provide appropriate care for health and wellbeing.
- Encourage acceptance of the child or young person's race in a positive way and for them to know that discrimination for race and colour are unacceptable.
- Challenge discrimination in whatever form it presents.

All our children and young people benefit from a highly, individualised package to meet their needs, offering flexibility and choices with appropriate amounts of structure. We all recognise and respect each of our children and young people's dignity, privacy, diversity and independence needs at all times. Customs, rituals, religions and cultures values are respected and recorded where the individual is not able to express their wishes so that staff can support them to engage in activities.

Each child or young person has a Master Care File which includes all information relating to their Placement Plan and has a personalised learning and behaviour support programme linked to the individual's Education Health Care Plan (EHCP) within which individual choice, community access and independence will be paramount. These aims are enabled by giving our children and young people time and opportunity to engage in social activities, sports,

hobbies and other leisure interests both on and off-site. For the individuals living at Orion much of these will be of a sensory and therapeutic nature. We have high expectations geared to each individual and are committed to helping our children and young people reach their full potential.

All elements of the Placement Plan (within the Individual Master Care File) are contributed to by staff and, where applicable, the child or young person, social worker and family. This is to enable everyone around the children and young people, including care, therapy and education teams, to work consistently with shared Individual plan, considering any cultural, linguistic and religious needs. These are reviewed internally on a regular basis at EHCP Outcome meetings to support progress towards agreed outcomes. As part of the ongoing placement evaluation process, there are six-monthly reviews, in which the children and young people are encouraged to participate and include their thoughts and feelings on the process. This opportunity for the child or young person's voice may often be carried out by our Speech and Language therapist prior to the review and shared in visual content. The reviews will be carried out in conjunction with authority representatives and parents/carers. Children and young people are able to attend review meetings if they would like to.

Our children and young people have access to 2:1 staffing during the school day when high learning demands are placed upon them with reduced ratios to promote less dependence at more relaxed leisure times, when appropriate. A waking night-staff team continues the support provided by day staff. Transport off-site is provided by mini-buses and a people carrier. The children and young people have access to local shops, as well as the coast with larger city amenities to hand. For those Individuals for whom this is a challenge, opportunities for similar experiences will be set up on-site or within other safe facilities. The safety of our children and young people is paramount.

The company also has comprehensive quality assurance procedures in place to monitor and audit the service level of care provided at Orion. Staff are closely involved in this regular audit process to ensure that accountability and full understanding of service needs are aligned. We have a strong ethos of positive risk taking to enable each individual to undertake activities that will be of benefit to them. This has been developed within the Cambian Group. Emergency procedures and fire precautions are clearly indicated throughout the buildings with 3 clear zonal evacuation procedures which are also covered in keyworker sessions around safety with the children and young people. Each individual also has their own Personal Emergency Evacuation Plan (PEEP). There is a procedure in place for notification of significant events as safeguarding is on every agenda.

Our Fire Precautions and Emergency Procedures are in line with the detailed Cambian policy. These procedures include fire safety training, fire evacuation drill, provision of fire extinguishers, fire notices, regular checking of fire doors, fire alarms and appliances and arrangements for reporting potential hazards. The Brook View site has a Business Continuity Plan which covers action to be taken in the event of any emergency.

Before appointment, all staff members are required to give permission for checks to be carried out at an enhanced level by the Disclosure and Barring Service. This, together with

rigorous safer recruitment and selection procedures, ensures that only those who are entirely suitable to be working with our children and young people are permitted to do so. Independent Persons from the NYAS service are appointed by the company and assist in making sure all our children and young people are well cared for. All staff members receive training in 'Awareness of Abuse' and 'Prevent' as well as in bullying, anti-discrimination, and the rights of the individual. Updates are annual and assigned to all staff via the Myrus E-learning system as well as through face-to-face safeguarding training; other workshops on this subject are held, which all staff attend. Regular care-day-training sessions are organised, supported with a range of trainers.

## Complaints

Orion provides a professional, caring service to children and young people. It is important that the children and young people know they can voice a complaint about any issues. It is imperative that the Home provides a calm and approachable atmosphere and provides staff members who are experienced and committed to supporting children and young people in particular to solving issues effectively as they arise. For some of our children and young people who may have difficulties communicating, their concerns could be supported by key workers, family advocacy and the independent visitor service to support them with this service.

We have local services in Preston available to the children and young people should they require advocacy services. The services available are Children's Rights, NYAS and N-Compass which are all free services available to children and young people in Preston. Each individual's local authority should also access an advocate for the child or young person on admission; this can also be the Independent Reviewing Officer (IRO) allocated to the child or young person. All of this information is available to the children and young people in the Children's Guide.

Clear concise and easy-to-understand Information on how to make a complaint is included in the homes own complaints policy, which every individual is given when they arrive at Orion. Key workers will go through the complaint's procedure with the child or young person to ensure they fully understand the process. The children and young people within the home are regularly supported and encouraged to express their opinions and enabled to feel their feelings are important. There are occasions where most concerns can be resolved informally, but where necessary these will follow formal procedures. All children and young people have other channels in which they can seek support and are encouraged to seek additional support through their families, social services, Regulation 44 visitor, Ofsted, independent visitors and advocates or agencies such as "Child Line".

All staff receive training on how to manage a complaint and who they should report this to. Staff are also aware of the role of outside agencies such as the Regulation 44 visitor and Ofsted. A detailed log and file are kept on site detailing complaints, correspondence and outcomes which are monitored by the Regulation 44 visitor and also Ofsted. These can also be viewed during compliance visits from local authorities. Any child or young person's involvement and views are also recorded.



A child or young person can also make a complaint or raise any concerns to their social worker should they wish to do so. A Children's Rights Officer can also be contacted if the child or young person does not feel that they are being listened to. The nominated officer would then plan to visit and speak to the child or young person and follow up with any subsequent actions.

Also included in the Children's Guide is a list of telephone numbers which the child/young person could ring to make a complaint, and the address and telephone number of our local National Commission which is:

The individual and their representative can at any time contact OFSTED to raise a complaint.

Ofsted Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 1231232

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Our aim is to be able to deal with any complaints in an informal manner within 3 working days to seek a swift resolution. In the event that this is not possible, and the complainant wishes to take the formal route, we ensure this is acknowledged, investigated and addressed within an agreed timescale as detailed within our complaints policy and procedures. All staff are trained in this policy and copies are available to parents/carers, authorities and staff as well as to children/young people in a child friendly format. Posters are displayed on notice boards and leaflets are available for children/young people and staff on which complaints can be recorded for the attention of our group directors. An independent Advocacy Service is available to all young people via NYAS. This is promoted to all children and young people.

### **Access to safeguarding and behaviour management policies**

Copies are available from the home or call Orion on 01254 958579 if you would like a written version to be posted.

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

#### **Consultation and approach to consulting children on quality of care**

As part of the Regulation 45 review, the children and young people are consulted in a variety of ways on the different aspects of their care, from school and food to off-site facilities.

The aim of Orion is to enable each and every one of our children and young people to achieve their personal best; however, it is defined by them for them. Everything we do is directed towards achieving this aim. Key objectives for our children and young people are;

- The improvement of communicative skills, social skills including progress in self-management of behaviour, independence and life skills.
- To increase self-awareness of physical health and well-being.

We have a non-aversive, positive multi-disciplinary approach which is integrated across all settings.

It is vital that all children and young people have a range of means by which to communicate their views and thoughts. Our Speech and Language therapist makes sure that staff are familiar and suitably trained with individual's preferences and styles of communication, which could be by using a Smart box, tablets or other communication aids.

Their views, along with the monitoring, evaluating and actioning of recommendations of the care provided inform the Regulation 45 which is shared with Ofsted every 6 months.

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

We believe that individuals with additional needs should share the same rights as all members of society, where these are appropriate and in their best interests.

Within the statutory framework provided by current legislation and regulations, staff at Orion work to protect and promote the right for all people with special needs:

- To live full and independent lives to the maximum of their potential.
- To a range of education, care, health and other associated support services required to meet all their needs.
- To be involved in decisions affecting their lives and to have their wishes, as far as possible, ascertained, and respected.
- To appropriate guidance, counselling and care which promote their physical, mental, and spiritual health and well-being.
- To safe, attractive, and comfortable living accommodation with privacy.
- To adequate food, clothing, space and other necessities of life.
- To the equipment, assistance and support services needed to enable them to live with dignity.
- To the degree of freedom of movement which is consistent with their health, safety and well-being to participate in and benefit from cultural, entertainment, recreational and sporting activities where possible, to use facilities and services in the community.

- To develop relationships without exploitation or coercion to the full protection of the law.
- To be protected from all forms of abuse and from the fear or threat of abuse.
- To have access to information contained in their personal records, where this does not conflict with statutory regulations or threaten their well-being.
- To supportive intervention that promote positive behaviour and to protect them from harm.
- To have access to suitably qualified, experienced, and sympathetic staff in sufficient numbers to maintain quality of service.
- To financial support sufficient to maintain their quality of life.
- To have links with home and family, promoted and maintained to positive recognition of cultural and religious diversity.

### **Children’s Rights;**

In light of our strongly held belief in these rights of the children and young people in our care, we undertake the duty to promote their rights through the provision we make for them.

### **4. Education:**

#### **Special Educational Needs.**

We provide a structured, stimulating environment in which all children, including those with special educational needs, are valued, included, and supported to reach their full potential. We are aware that every child and young person is unique, and all children and young people develop at a different rate and have differing needs as they grow and meet the challenges of life outside the home.

We work closely with the parents/carers, liaise with other outside agencies, and monitor and review our policies and practices. All children will be respected and treated as individuals. They will not be discriminated against and any negative attitudes or remarks made to or of individuals with special educational needs will be challenged.

We will be active in seeking advice and approach agencies to ensure the children's needs can be met. The home will attend Annual Reviews of the Education Health Care plans (EHCP) and Individual Educational Plan (IEP).

We also believe that learning:

- is a lifelong skill that goes far beyond school days and traditional classroom environments;
- can take place in a variety of settings;
- is more likely to take place when conditions for learning are best matched to an individual’s needs; and

- is more likely to be successful when the child/young person is involved in planning for his/her learning and has some responsibility for it.

However, we recognise that many children and young people we care for have:

- missed a lot of schooling and have significant gaps in their learning;
- disengaged from some or all aspects of their learning or have become disaffected with it;
- lost confidence in their ability to learn;
- poor self-image of themselves as learners; and are
- reluctant to return to some or all aspects of learning for a variety of reasons.

Everyone living at Orion will attend Brook View School for their education. Staff from the home will support in school to ensure consistency and share not only best practice but personalised care.

### **Assessment and recording**

Assessment is incorporated into all activities and the children and young people's progress is shared at all review meetings

### **Guidance and Support**

- Close working relationship with school to ensure consistency across both environments.
- Key staff work in both care and education settings to support with consistency.
- Integrate different staff disciplines into a coherent service.
- Develop training in teaching and learning for staff.
- Build and maintain staff's relationships with promoting active participation in choice about curricular and extracurricular activities.

This work will be complimented by the introduction of a 'hybrid' learning/care mentor role acting as a bridge between care and education.

### **Arrangements for Education Reviews**

Weekly reviews are held at site level between care, clinical and education. Actions are taken during these documented meetings and any other meetings that have been requested with professionals when required due to risks, behaviours or concerns around a child's/young person's placement.

Annual EHCP reviews are a legal requirement and are held to;

- to re-examine the EHCP;
- to evaluate progress since the last review;

- to plan for the next 12 months.
- From Y9, reviews will include Transition Planning.

Transitional reviews - are held annually for children and young people from the age of 14 to formulate a Transition Plan to help plan for future needs.

### **Details of provision to support our Children and Young people**

Each child or young person has an Individual Education Plan (IEP) which is linked to their Education Health and Care Plan (EHCP) and is drawn up with staff across care, education and therapeutic settings to encourage consistency and enable small steps of progress. Outcomes are regularly reviewed by staff on an ongoing basis, with a formal internal review with all involved parties on a termly basis during the EHCP Outcomes meetings. Orion has access to Cambian's diverse multi-disciplinary clinical team both on and off site.

Our clinical team works alongside and in partnership with the whole staff teams of care and education, providing training and support to ensure that the whole school environment is effective in meeting the therapeutic needs of the children and young people. We aim to ensure that all areas of need and objectives from the individual's EHCP are well provided for.

Clinicians contribute to a child or young person's IEP targets and will set and review clinical intervention targets that are based on assessment their skills and functional needs.

### **5. Enjoyment and Achievement:**

#### **How we ensure the children and young people enjoy and achieve**

All children and young people who live at Orion are given opportunities to participate in appropriate leisure activities which take account of their race, culture, language, religion, interest, abilities and their disabilities. Any child or young person who has a pursuit is encouraged and supported to follow their particular skill.

Birthday, cultural and religious festivals are celebrated where appropriate and the children and young people placed with us are encouraged to plan and negotiate leisure activities and special events with members of their staff team. We also ensure that special occasions of family members are also followed such as birthdays, Christmas, Mother's and Father's Days and the children and young people are provided with the opportunities to make or buy presents and cards to send to their family members.

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

The children and young people are encouraged to read and to participate in art and crafts. Children and young people are encouraged to explore their artistic potential through art, music, poetry, song and/or creative writing. Resources are available within the home-

The staff team helps the children and young people to choose and plan activities. The staff will use keyworker sessions and young person's meetings as an opportunity to suggest and support with new or existing interests. The children and young people are encouraged to join in community activities such as youth clubs, scouts, trampoline clubs or a specialised disco for young people with learning and physical disabilities.

We recognise those with diverse ethnic backgrounds may have specific needs which relate to their culture. We will liaise with specialist agencies and communities to ensure their health and cultural needs are met and promote multi-cultural awareness in the home to further the understanding of staff as well as the children and young people. We will support any resident in forming links with others of their religious persuasion in the local community and will provide materials necessary for them to follow their chosen religion and/or continue their faith or belief. The children and young people enjoy the variety of foods provided and are educated to promote cultural awareness.

Children and young people can achieve through positive rewards on the 'Epraise' system which are points linked to behaviour, attendance and attainment throughout the school and home. Points are awarded for being kind or peer support as well as being on time at school or working hard in a lesson. This supports the home and the values of what society expects within the community.

## **6. Health:**

### **Arrangements to protect and promote health.**

Staff have an important role in promoting an awareness of health issues and ensuring a healthy lifestyle is encouraged. At a basic level this involves providing good nutrition, ensuring adequate sleep and a proper regard for safety, but also work towards preparing children and young people to take care of their own health and wellbeing. Children and young people's health needs play an important part in their development and as such it is vital that any such needs are addressed promptly.

It is our aim that all children and young people placed with us are healthy and happy and one way we achieve this is by making sure they are medically well cared for.

All children and young people when they move into Orion are registered with the local GP, dentist and optician. The local surgery has male and female doctors available, therefore allowing individual choice of GP. Should it be necessary the GP can refer patients to specialist clinics at our local hospital which is Preston Royal Hospital. Some of our children and young people may need to attend a more specialised hospital to meet their needs such as Alder Hey or Manchester Children's hospital. Orion staff would ensure appointments were attended and any follow ups required are actioned.

We keep an up to date health record on each child or young person which contains all relevant information e.g. routine checks, illness, medication etc. Regular keyworker sessions are held where any concerns regarding their own health can be raised and discussed, these are acted upon quickly. Each Individuals medication is reviewed on a regular basis in line with their needs. All the children and young people also have an annual health assessment in order to make sure that the home is meeting their individual needs.

For some of our children and young people where it is felt 'weight' is an issue we strive to put in place personalised action plans. Within this we keep clear records of children and young people's weight, their specific food intake and consultations with any external agencies involved such as dieticians and GPs. We also look to put together interactive exercise programmes and encourage the children and young people to take part in an active lifestyle. Where and how often weight checks are carried out is dependent on the levels of need; the agreement made as a multi-agency team and dependent on individual children and young people.

However long an individual is with us at Orion, we believe in proactive education regarding health issues. Care staff follow co-ordinated programmes, which will cover healthy living and eating, care of your body, personal hygiene, infectious and transmittable diseases, female sanitary care and awareness, contraception, family planning, relationships, alcohol, solvents, drug abuse and smoking.

#### **Details of the qualifications and professional supervision of staff involved in providing healthcare or therapy.**

We form positive links with health professionals such as the CAMHS team at Ellen and Shawbrook House to create a holistic care programmes.

We also have in-house professional healthcare staff including a Speech and Language Therapist and an Occupational Therapist, who report to our Regional Clinical Lead. The Regional Clinical Lead is available for additional advice and training when required.

The staff team attend mandatory training and workshops, in order to promote health and well-being. Examples of training are; Health and Safety, Administration of Medication, First Aid, Food Hygiene, and Promoting Equality and Valuing Diversity. Specific training can be sourced around individual needs at the point of referral and placement.

It is important during the Covid-19 virus outbreak for any children and young people who display symptoms, that contact is made with 111. A record needs to be maintained on how the young person is.

## **7. POSITIVE RELATIONSHIPS:**

### **The arrangements for promoting contact between children and young people and their families and friends.**

The team at Orion work in partnership with parents and carers to promote regular contact through on-site and off-site visits which will be supported according to need. The use of regular weekly reports ensures parents and carers are fully aware of up to date news and able to refer to this during regular telephone or skype contact as arranged. All children and young people send regular letters to parents, often in symbol and picture form, and parents are invited to share key events such as the annual carol service, sports day and birthday parties etc. Social workers are also included in all communication and updates to ensure all progress and challenges can be shared and managed with a transparent and supportive approach.

## **8. PROTECTION OF CHILDREN:**

### **The home's approach to the monitoring and surveillance of children and young people.**

Children and Young people's use of electronic devices in Orion is filtered and monitored using an industry recognised system FortiGate. There is no CCTV on site, however all internal doors are alarmed and external doors are fob entry.

### **The vetting of staff and visitors to Orion.**

The procedure for the vetting of staff and visitors at Orion is as follows. Any visitors to the Brook View site will be asked for ID and we will verify directly with the company they represent if we have any concerns. They will be asked to sign in, and in line with the current COVID restrictions, they will be asked to have their temperature checked and to use the hand gel available before they enter site. They can be refused entry to site if they refuse to follow these guidelines. Dependent on the current government guidelines at the time, they may also be asked to wear a mask and have a lateral flow test completed. The results of which are available after 30 minutes.

Staff who are sent to work on site from any other Cambian homes will be asked to bring a copy of their DBS and ID; we will speak with the home's manager if we have any concerns. They will be asked to sign in and in line with the current COVID restrictions they will be asked if they can have their temperature checked and to use the hand gel available before they enter site. They can be refused entry to site if they refuse to follow these guidelines.

### **Supervision of Children and Young People**

Prior to a child or young person moving into Orion home, a supervision level will have been agreed in consultation with the placing authority. Appropriately trained and experienced staff will be detailed to work with the child or young person on a rota basis. Children and young people will have an identified core team who will be primarily responsible for their care. During the night there will be waking night staff and sleep-in staff onsite.

### **The approach to restraint in relation to children and young people;**

Following statutory guidance on Keeping Children Safe in Education from the Department of Education, it is for front line skilled professionals to use their knowledge and judgement to



safeguard and promote the welfare of children and young people in their care, focusing on priorities and being clear about their individual responsibilities.

We comply with the Children's Home's (England) Regulations 2015, Regulation 20 - Restraint and Deprivation of Liberty - which requires that restraint must only be used for the purpose of:

- Preventing injury to any person, including the child;
- Preventing serious damage to the property of any person including the child.

Definition of Restraint: Restrictive Intervention is any method which restricts the individual's liberty, for example by environmental means, physical means, including mechanical means, holding and physical restraint.

Restraint is a last resort and only used when all other methods have failed

Our behaviour support plans and the guidance which support these are discussed with parents/carers and placement representatives during the admission process. All staff are trained in MAPA which is a behaviour support technique used across the home.

Each child or young person will have an Individual Risk Assessment and Positive Behaviour Support Plan completed prior to admission to ensure all risks have been assessed and planned for. These plans are reviewed regularly and always following an incident to ensure risks are minimised.

#### **How persons working in the home are trained in restraint and how their competence is assessed.**

Our children and young people include those who often exist in highly anxious states and find communication difficult. This can lead to some exhibiting extreme behaviours, which are often physically challenging. We have a strong ethos of positive intervention and a detailed policy on the use of physical management.

Sanctions and punishment are not considered appropriate for our children and young people; however, we will teach natural tolerance and promote the ability to understand by using restorative practice which includes reflection, discussion and role play.

All incidents involving children and young people and any physical support are analysed via debriefs and detailed reports are recorded. Each child or young person has an agreed Positive Behaviour Support Plan and Individual Risk Assessment. All staff are trained in MAPA which teaches pro-active strategies as well as reactive, as a last resort for safety.

Staff follow:

- Orion Home Child Protection and Safeguarding Policy
- Lancashire Safeguarding Board Guidance
- Orion Home Missing from Home Policy

- Data Protection and Information Sharing Guidance
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- Staff Code of Conduct

Staff must sign a declaration to say they have both read and understood all relevant policies and procedures.

Regular safeguarding updates are provided to raise staff awareness of child abuse and child protection issues and we have a good working relationship with the Lancashire Local Authority Designated Officer (LADO).

When a child or young person leaves the home without permission, staff will ensure appropriate action is taken in line with the Individual Risk Assessment and Positive Behaviour Support Plan. We will contact relevant outside agencies to discuss actions to be taken forward. All children and young people have a Missing Person Protocol in place which is shared with the local Police if a child or young person goes missing in order to robustly manage their safe return. These plans are shared with parents/carers and other professionals.

Restorative consequences for actions can be used as a positive learning experience when behaviour deem this necessary. We have a duty to act as “a good parent” and to encourage responsible and safe behaviour. We ensure that the consequences are proportionate, reasonable, and necessary. Actions are recorded alongside the child or young person’s views.

All staff receive formal behaviour management training in MAPA; a holistic recognised method of behaviour management. Staff are trained in house by a trained person and will be assessed during training for ability, attitude, and knowledge.

All physical interventions are reviewed by a manager and monitored through a Quality Assurance system. A manager will talk to the child or young person following physical intervention to get their views and will offer the individual the opportunity to speak to their advocate or other independent person, should they so wish.

Staff follow a comprehensive Incident flow chart and checklist, which is complemented by a Critical Incident Reflection with management following each incident to ensure robust internal monitoring and management oversight.

## 9. Leadership and Management:

### Details of Registered Provider, Responsible Individual and Registering Manager

#### The Registered Provider

Cambian Autism Services Ltd.  
Metropolitan House, 3 Darkes Lane  
Potters Bar  
Hertfordshire  
EN6 1AG  
Tel: 0208 735 6150

**The Responsible Individual**

Patrick Sullivan  
Cambian Brook View School  
Ward Green Lane  
Ribchester  
PR3 3YB  
Tel: 01254 958579

**The Registering Manager**

Elise Duncan  
Cambian Brook View School  
Ward Green Lane  
Ribchester  
PR3 3YB  
Tel: 01254 942362

**Chair of Governors**

Naseem Akhtar  
Metropolitan House, 3 Darkes Lane  
Potters Bar  
Hertfordshire  
EN6 1AG

**Details of Qualifications and Experience of Staff**

<p><b><u>Elise Duncan – Registering Manager</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• National Professional Qualification for Headteachers (NPQH)</li> <li>• First class hons in KS2/3 Education with Art and Design Technology and QTS</li> <li>• Level 3 in Youth Work</li> <li>• Working towards Level 5 Leadership and Management in Residential Childcare (due to be completed late Summer).</li> </ul>
<p><b><u>Experience</u></b></p> <p>Elise has over 20 years’ experience of working with children and young people who present with behaviours that challenge. Her strength is behaviour management using distraction, de-escalation and, where appropriate, humour. Elise is a firm advocate of the child centred approach and likes to get involved with the care of the children and young people in all areas, ensuring that she builds positive relationships with both colleagues as well as the children and young people. Having been a youth worker, a teacher, a headteacher, a residential care worker, a team leader and a deputy manager before becoming a manager, Elise is able to empathise with all staff members having worked in all areas of residential childcare.</p>
<p><b><u>TBC – Team Leader</u></b></p> <p><b><u>Qualifications</u></b></p>
<p><b><u>Experience</u></b></p>
<p><b><u>TBC – Team Leader</u></b></p> <p><b><u>Qualifications</u></b></p>
<p><b><u>Experience</u></b></p>
<p><b><u>TBC – Residential Support Worker</u></b></p> <p><b><u>Qualifications</u></b></p>
<p><b><u>Experience</u></b></p>
<p><b><u>TBC – Residential Support Worker</u></b></p>

<b><u>Qualifications</u></b>
<b><u>Experience</u></b>

All residential staff will either have experience and qualifications in learning disabilities/Autistic Spectrum Disorder or be trained using the Understanding Autism Level 2 qualification. Staff are expected to be qualified to NVQ level 3, QCF or RQF diploma and if, on joining Orion they have yet to achieve this, they are enrolled onto the programme and supported by our on-site assessor.

The health and therapy team are all experienced and qualified practitioners. A full list of qualifications is available if requested.

### **Details of Management/Staffing Structure/**

Orion is managed by the Cambian Group. Every member of staff, prior to commencing work, completes an initial 2-week induction which includes time set aside for observation of working practice and completion of Induction E-learning and Safeguarding training. During induction, staff spend some time in the school setting in order to develop a better understanding of the child or young person and to form positive working relationships with them.

There is a robust supervision policy in place. All staff are supervised by a manager or Team Leader. Sessions take place every 4-5 weeks ensuring it meets the working reality of the service taking into account annual leave and shift patterns.

When staff members initially start employment, they are placed on a 6-month probationary period; following their confirmation in post, they then continue to receive regular supervision and appraisal in line with Cambian policy.

### **Positive role models.**

All staff are trained and supported to present as positive role models. Staff are blended in teams across residential and education settings, with female staff leading on supporting all female young people with personal care where appropriate and possible.

### **Professional Supervision arrangements for care staff and Health Care Professionals.**

#### Supervision of staff

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

- All contracted staff members have regular supervisions and care is taken to match up supervisors and supervisees to maximise the development of the staff.
- Supervisors are encouraged to create an open and relaxed environment during supervision so that strengths and areas for development can be addressed in the right way.

- Supervisions are planned for quiet parts of the day, so that staff are able to access their supervision without being disturbed and without impacting on the care provided.
- Managers ensure that supervisees are aware of their role are able to raise queries and concerns and know who they are accountable to.
- Bank and agency staff are entitled to a supervision to discuss any issues and areas for development.

When staff members initially start employment, they are on a 6-month probationary period and following their success they then continue to receive regular supervision and appraisal.

## 10. Care Planning:

### **Any criteria used for the admission of children to the Home**

The majority of individuals are referred and placed by their local authorities, often supported by Social Services and sometimes Health Services. Occasionally, parents/carers approach us directly in relation to seeking a placement. During the referral process, consideration is given to how children and young people will adapt to the new environment, how the service can meet the needs of the individual and taking into consideration the impact on other children and young people accommodated at Orion.

Prospective individuals are assessed initially in their own setting by senior staff.

All individuals will be assessed by our Assessment/Referral Team, which includes the Principal, Registered Manager and members of the Senior Leadership Team; against the Cambian Brook View School admission criteria/policy. Admissions and Transitions are comprehensively supported by our Admissions and Transitions Coordinator who also acts as a single point of contact during these processes, supported by the Registered Manager. A comprehensive Referral Impact Assessment is completed as part of this process.

#### We will only offer a placement to a young person if:

After reading the reports and meeting the young person we genuinely believe we can provide a safe, caring environment for that person and that we can address, with success, their needs, we will put an extensive care package together in the form of a detailed care plan and risk assessment. This includes arrangements on how we will support individual children and young people to meet their cultural, linguistic and religious needs.

#### We would never offer a place if:

We truly believed that we could not appropriately meet the needs of the child or young person. We will also provide the placing authority with a full explanation for our refusal in writing.

### **Planned Referrals to the Orion home.**

When a referral is made to the home and there is a placement available, we send the referring agency a Referral Information Form. If, on receipt of this completed form, it is considered appropriate to move forward then the following procedure is instigated.

1. Child or young person's social worker is contacted to arrange a pre-admission meeting and to ensure that all appropriate information is forwarded to Cambian Group. This information should include educational reports, psychological assessments, social history, court proceedings and present situation regarding the individual.
2. A member of the management team from care and education will always visit the child or young person at their present abode to discuss the possibility of a placement and to answer any questions the child or young person might wish to ask.
3. The social worker and any other relevant professional involved in their care will be invited to visit the home and school, before admission, to ensure the placement and environment is suitable in meeting the individual's needs.
4. The child or young person should have the opportunity to visit Orion before admission. To meet the staff group and ask any questions regarding his/her stay with us. Where this is not possible photographs will be provided in a format to meet their individual needs in understanding the process of their move.
5. A pre-admission meeting will be held between the Placing Authority and Cambian Group to discuss an initial "Care Plan" and an appropriate Curriculum Pathway for the child or young person, and an agreement reached regarding the placement's desired outcomes.
6. Cambian Group will submit to the placing authority a copy of their "Service Agreement" which sets out the terms and conditions of service provision.

#### Additional Contact Details

The Children's Commissioner for England: The Office of the Children's Commissioner  
Sanctuary Buildings  
20 Great Smith Street London  
SW1P 3BT  
Tel: 0800 528 0731 [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

#### Child Protection Services:

NSPCC child protection helpline  
Tel: 0808 800 5000 (adults)

Childline

Tel: 0800 1111

Document compiled using the following information where appropriate: Children’s Home’s Regulations including the quality standards - April 2015

Deprivation of Liberty” Guidance for Providers of Children’s Home’s and Residential Special Schools - 2014 Special Education Needs and Disability Code of Practice: 0 to 25 Years” 2015

Cambian Group Policies and Procedures