

# STATEMENT OF PURPOSE

## Orion Home



**Cambian Brook View**

**Ward Green Lane,**

**Ribchester, PR3 3YB**

**Tel: 01254 942362**

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# Orion Home

## 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 or young person and adult in our care achieve their personal best. At Cambian 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. We provide services for more than 2,400 individuals in 286 services. We work with over 140 local authorities and employ more than 6,000 people. 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

The Orion Home is situated within the grounds 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- 17 years of age, offering 52-week residential provision for boys and girls with a diagnosis of Autism and communication issues, who are on the ASD pathway and may have suffered trauma or other related conditions. Please note that there may be some young people who stay until they are 18 due to educational purposes.

All our children and young people will have associated learning difficulties and at times display challenging behaviours. 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 5-bed home with en-suite bedrooms, a small communal lounge, a larger communal hub with IT facilities and an area for arts, crafts and games, a quiet 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 team. All bedrooms have door alarms however these are not operational and any future use would be completed on a risk assessment basis for each individual child or young person.



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

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safely. In addition to this, should this communal area be too stimulating, Orion has its own large, safe, secluded and secure back garden where the children and young people can play. Children and young people will 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 both the academic and the social needs of each individual child and young person. There is a learning centred philosophy that wraps all provisions around the child and young person to maximise their chances of success. Home and school also work alongside each other to create joint IEP targets that are current to the 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 from the quality of life indicators that the children and 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 and young person.

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

Orion is situated in Ribchester near Preston in Lancashire, within a short distance from the seaside towns of Blackpool and Southport and in close proximity to public transport and bus links. The home is on the Brook View School site and is a rural location, but has close access to a local village and town. Additional shops such as clothes shopping, food shops and other shopping facilities are close by in the city of Preston. Within the local area there are a range of cultural and recreational facilities including parks, libraries, sports facilities, religious and cultural centres. It 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's 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 and 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 children and young people in pursuit of their beliefs, whether that is by providing a certain choice of food or preparation of food, or by ensuring that the child or young person has transport to and from their chosen place of worship and personalising their rooms with pictures or quotes from their 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, temples, etc. We also 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 and to combat racism within Orion, 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 where necessary.
- Children and young people will be supported to practice any religious faith they wish to choose or any cultural norms for their society.
- 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's 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 the individual child or young person to engage in activities.

Each child or young person has a Master Care File which includes all information relating to the Placement Plan and has a personalised learning and behaviour support program 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

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time and opportunity to engage in social activities, sports, hobbies and other leisure interests both on and off-site. For the children and young people 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 parents to enable everyone around the child or young person, including care, therapy and education teams, to work consistently with shared Individual Education Plans, considering any cultural, linguistic and religious needs. These are reviewed internally on a termly basis at EHCP Outcome meetings to support progress towards EHCP agreed outcomes. As part of the ongoing placement review process, there are six-monthly reviews of the child's or young person's progress, in which they are encouraged to participate and include their thoughts and feelings on the process. This opportunity for the child's 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. Some children and young people are able to attend review meetings.

Our children and young people have access to 2:1 staffing during the school day and when high learning demands are placed upon them with reduced ratios to promote less dependence at more relaxed leisure times, when appropriate. All children and young people have risk assessments in place that address their individual needs. Additional staff support is available to support challenging incidents should this be necessary or for community excursions. Should an individual's assessment identify a need, a waking night-staff team will continue 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 children and young people 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 risk assessment as a safe means of enabling the children and young people 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. 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. Orion has its own 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 very special 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 at Orion 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 Achieve 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 can voice a complaint about any issues during their placement. It is imperative that Orion 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 to the young people are Children's Rights, NYAS, N-Compass, which is a free service available to children and young people in Preston. The local authority of the child or young person should also access an advocate for the child/young people on admission; this can also be the IRO allocated to the child or young person. All of this information is available to the child or young person in the Children's Guide.

Clear concise and easy-to-understand Information on how to make a complaint is included in the information booklet, which every child or young person is given when they arrive at our home. The assigned key worker will go through the complaints procedure with the child or young person to ensure they fully understand the process. The children and young people within Orion are regularly supported and encouraged to express their opinion 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".

Within Orion, we have a child friendly complaint form which is accessible to all children and young people. 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 manager and Ofsted. A detailed log and file are kept on site detailing complaints, correspondence and outcomes which are monitored by the Regulation 44 officer 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 booklet is a list of telephone numbers which the child or young person could ring to make a complaint, and the address and telephone number of our National Commissioner.

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

Ofsted  
5<sup>th</sup> Floor  
Piccadilly Gate  
Manchester  
M1 2WD

Tel: 0300 1231232

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

All complaints are recorded in the Complaints File, which is reviewed by the Registered Manager and the Regulation 44 monitoring procedure. Our aim is to be able to deal with any complaints in an informal manner within 3 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 and young people in a child friendly format. Posters are displayed on notice boards and leaflets are available for children and 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 children and young people via NYAS. This is promoted to all children and young people.

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

Call 01254 942362 and request a written version to be posted.

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

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

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 or 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.

Using Talking Mats, tablets and other communication aids, our children and young people are consulted about different aspects of their care, from school food to off-site activities. 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 ensures staff are familiar with individual's preferences and styles of communication.

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

We believe that children and young people 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 full, accurate and unbiased assessment of their special needs
- 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
- of access to information contained in their personal records, where this does not conflict with statutory regulations or threaten their well-being
- to supportive intervention to promote positive behaviour and to protect them from harm
- of 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 and young people, including those with special educational needs, are valued, included, and supported to reach their full potential. We are aware that every child or 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, liaise with other outside agencies, and monitor and review our policies and practices. Children and young people with special educational needs will be included in our home's provision and they will be treated in exactly the same way as for other children and young people. Those with special educational needs will be respected and treated as individuals. They will not be discriminated against and any negative attitudes or remarks made to or of children and young people with special educational needs will be challenged.

We will be active in seeking advice and approach agencies to ensure the children's and young people's needs can be met. Children and young people with a Special Educational Needs (SEN) Statement will be supported by Orion. The home will attend Annual Reviews of the SEN statements and Individual Educational Plan (IEP). The home will work within the education policy, ensuring all children and young people who have SEN will have their needs met.

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 a child's individual needs; and
- is more likely to be successful when the child or 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.

### **Assessment and recording**

Assessment is incorporated into all curriculum planning. Children's/young people's progress is shared at all review meetings and is included in the end of year school report.

All children and young people are able to study for a wide range of accreditation.

### **Guidance and Support**

- Integrate different staff disciplines into a coherent service
- Introduce Quality of Life indicators (QoLi) across extended curriculum
- Develop training in teaching and learning for support staff
- Build and maintain staff's relationships with promoting active participation in choice about curricular and extracurricular activities

Having a focus on accreditation within the education department has opened an opportunity to involve support staff in construction of an extended curriculum for all children and young people. This will require a comprehensive training effort to enable the effective participation of support staff in the curriculum. 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 meetings requested with professionals should it be required due to risks, behaviours or concerns around a child's or young person's placement.

Annual SEN statement reviews are a legal requirement and are held to

- to re-examine the Statement of Special Needs (where appropriate);
- 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 for pupils in Year 9 and subsequent years to formulate a Transition Plan to help plan for future needs and again at the end of Y11.

### **Details of provision to support children and young people with special educational needs.**

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. Brook View has access to Cambian 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 child or young person. 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's 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 placed 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 Orion for the children and young people to be able to take part in these interests.

The staff team helps the children and young people to choose and plan activities. The staff will use keyworker sessions and children/young person's meeting as an opportunity to suggest and support the children and young people 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 children and young people with learning and physical disabilities.

We recognise those children and young people 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 and children and young people alike, and 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 to children and young people 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 are admitted to Orion are registered with the local GP, dentist and optician. The local surgery has male and female doctors available, therefore allowing the children and young people to have a choice of GP and of their own sex if preferred. 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. All the children and young people have regular keyworker sessions where they are able to raise any concerns they may have regarding their own health and these are acted upon quickly. All the children's and young people's medication is reviewed on a regular basis in line with their individual 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 action plans to address any issues with a weight monitoring chart. Within this we keep clear records of children's 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 and the agreement is made as a multi-agency team around weight issues and dependent on individual children and young people.

However short the placement with us at Orion, we believe in proactive education regarding health issues. Care staff members 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, 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 working with the Looked After Children's Nurse Colette Lawler and the CAMHS team at Ellen and Shawbrook House to create a holistic care programme for our children and young people.

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.

## **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's 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.

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

The procedure for the vetting of staff and visitors of Orion is as follows. Any visitors to Orion will be asked for ID and we will verify directly with the company they represent if we have any concerns.

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They will be asked to sign in. 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 managers if we have any concerns. They will be asked to sign in.

### **Supervision of Children and young people**

Day and night prior to a child or young person's placement at Orion, 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. Once at capacity, 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 and thus we have sought to clarify for the team at Orion and the position with regard to the giving reassurance.

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 or young person;
- Preventing serious damage to the property of any person including the child or young person.

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

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.**

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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.

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 Safety Intervention, which teaches pro-active strategies as well as reactive, as a last resort, to support all children and young people.

Staff follow:

- Cambian Orion Child Protection and Safeguarding Policy
- Lancashire Safeguarding Board Guidance
- Cambian Orion Missing from Home Policy
- Data Protection and Information Sharing Guidance
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- Cambian 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 young person's Individual Risk Assessment and Positive Behaviour Support Plan. We will contact relevant outside agencies to discuss actions to be taken forward. Children and young people who leave site unexpectedly have a Missing Person Protocol in place which is shared with the local Police in order to robustly manage the safe return of missing individuals. These plans are shared with parents/carers and other professionals.

Restorative consequences for actions can be used as a positive learning when children's/ young people's 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's or young person's views, and children and young people are offered the opportunity to talk to an advocate or independent person.

All staff receive formal behaviour management training in Safety Intervention; a holistic recognised method of behaviour management. Staff are trained in house by a trained person and will be

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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 child or young person 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 Registered Manager**

#### **The Registered Provider**

Cambian Autism Services Ltd.

Metropolitan House,

3 Darkes Lane

Potters Bar

Hertfordshire

EN6 1AG

Tel: 0208 735 6150

#### **The Interim Responsible Individual**

Patrick Sullivan

Cambian Brook View School

Ward Green Lane

Ribchester

PR3 3YB

Tel: 01254 958579

#### **The Registered Manager**

Elise Duncan

Cambian Brook View School

Ward Green Lane

Ribchester

PR3 3YB

Tel: 01254 942362

**Chair of Governors**

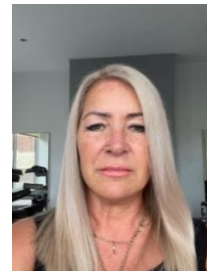
Naseem Akhtar  
Metropolitan House,  
3 Darkes Lane  
Potters Bar  
Hertfordshire  
EN6 1AG

**Details of Qualifications and Experience of Staff**

**Elise Duncan – Registered Manager**

**Qualifications**

National Professional Qualification for Headteachers (NPQH)  
First class hon in Art and Design Technology with QTS  
Level 3 in Youth Work  
Level 2 in Understanding Autism  
Fire Marshal Training  
COSHH 2022  
Child Exploitation and online protection  
CYP Equality and Diversity  
Data Protection  
Fire Safety  
First Aid  
Food Safety in Catering  
Health and Safety  
Infection Prevention Control





Safe Administration of Medication Foundation  
Safeguarding Children  
Epilepsy & Buccal

**Experience**

Elise has over 20 years’ experience of working with children and young people with challenging behaviours. 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 young people in all areas, ensuring that she builds positive relationships with both colleagues 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.

**Mark O’Neill – Team Leader**

**Qualifications**

- NVQ3 in decorating
- Level 2 PT and Coaching
- Level 3 Residential Childcare – in progress
- L2 Understanding Autism – in progress
- COSHH 2022
- Child Exploitation and online protection
- CYP Equality and Diversity
- Data Protection
- Fire Safety
- First Aid
- Food Safety in Catering
- Health and Safety
- Infection Prevention Control
- Safe Administration of Medication Foundation
- Safeguarding Children



**Experience**

Mark has 10 years’ previous experience decorating but had a passion to work with children.

Following his career change Mark has built on his experience working with

children and young people supporting them within residential placements and providing relentless opportunities and experiences. Mark ensures he builds positive relationships with all and does this with ease, this ensures that the environment is always cheerful and positive.

Mark is approachable and a team player and will always ensure he is being a positive role model to all around him. Mark ensures that all needs are met and will go above and beyond for those within his care and his team.

Mark's character has enabled him to build on his leadership skills and progressed into Team Leader role with confidence and a development plan in place to further his career within the care industry. In his spare time he is a football coach and has personal experience of supporting those with Autism.

### **Sarah Hewitt – Team Leader**

#### **Qualifications**

Foundation Degree  
in Children and Young People Service  
BA Honours Degree In Children's and Families  
Level 5 Safeguarding  
First Aid and CPR Trained  
L2 Understanding Autism – in progress  
L3 Residential Childcare – in progress  
COSHH 2022  
Child Exploitation and online protection  
CYP Equality and Diversity  
Data Protection  
Fire Safety  
First Aid  
Food Safety in Catering  
Health and Safety  
Infection Prevention Control  
Safe Administration of Medication Foundation  
Safeguarding Children



#### **Experience**

Sarah has been working with children since she left school and has worked with children of all ages. Sarah has experience of working within nurseries, schools and residential placements and has been a SENCO within these roles.

Sarah has worked with young people and adults with learning disabilities and supported them within their home to enable them to live independently. Sarah studied children and young people services and also children, schools and families

at university and obtained a degree in both of these areas.

Sarah prides herself in her professionalism and ensures that a safe suitable environment is there to enable those within her care to grow and flourish, she ensures this is done in a warm and fun way providing experiences and opportunities.

Sarah's nature has enabled her to build on her leadership skills, building relationships with all and has progressed into the Team Leader role with confidence. A development plan has been put in place to further her career within the care industry.

### **Sharmin Aktar - Residential Support Worker**

#### **Qualifications**

A Level - Government and Politics  
 A Level - English Language  
 A Level - ICT  
 First Aid Level 3  
 Level 3 Residential Childcare – in progress  
 L2 Understanding Autism – in progress  
 Fire Marshal Training  
 Epilepsy and Buccal  
 COSHH 2022  
 Child Exploitation and online protection  
 CYP Equality and Diversity  
 Data Protection  
 Fire Safety  
 First Aid  
 Food Safety in Catering  
 Health and Safety  
 Infection Prevention Control  
 Safe Administration of Medication Foundation  
 Safeguarding Children



#### **Experience**

This is Sharmin. She previously worked with children who had complex behavioral needs and thoroughly enjoyed her role there as a support worker. In the past she has also worked with elderly residents with dementia in a care home. She found that the skills gained in her time as an HCA were transferable to the skills needed in providing care for children and young people.

She is a mother to four young children and keeps herself busy organizing extracurricular activities for them on the weekend and takes it upon herself to teach them extra based on

the national curriculum during the week after school hours.

She is currently enrolled on a nationally recognized Level 2 course in Understanding Autism and hopes to put to use the knowledge she learns in her everyday work.

She loves working with children, they are the future of today and works to make their day a little easier.

Going forward, she is looking forward to completing her Level 3 in Residential Childcare.

### **Karen Bradbury – Residential Support Worker**

#### **Qualifications**

Higher Level Teaching Assistant  
 Specialist Teaching Assistant  
 First Aid Level 3  
 Fire Marshal Training  
 Level 3 Residential Childcare – in progress  
 L2 Understanding Autism – in progress  
 Fire Marshal Training  
 Epilepsy and Buccal  
 COSHH 2022  
 Child Exploitation and online protection  
 CYP Equality and Diversity  
 Data Protection  
 Fire Safety  
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 Food Safety in Catering  
 Health and Safety  
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 Safeguarding Children



#### **Experience**

Karen has worked in primary education for more than 20 years, supporting children with a variety of different educational needs and learning difficulties. She taught whole classes, smaller groups and individual children, specializing in literacy and numeracy. She was also involved in training new members of staff.

Karen is a mother to 4 children who are now all grown up and have homes of their own. She has one granddaughter, who she enjoys helping with her school work and taking out to farms and zoos. She has a house bound, 90year old, mother-in-law who she visits daily to assist with her meals and medication and also spends

time with her to break up her day. She regularly takes her own mum for days out.

She is currently enrolled on Level 2 Understanding Autism which she believes will help her in her role as Residential Support Worker and will also enable her to go on to higher qualifications in Residential care and autism.

Karen is looking forward to working in her new role and learning new skills.

### **Deanna Denton - Residential Support Worker**

#### **Qualifications**

GCSE English  
GCSE Maths  
GCSE Triple Science  
Level 2 Early Years practitioner  
Level 3 Early Years Educator  
Level 3 Residential Childcare – in progress  
L2 Understanding Autism – in progress  
Epilepsy and Buccal  
COSHH 2022  
Child Exploitation and online protection  
CYP Equality and Diversity  
Data Protection  
Fire Safety  
First Aid  
Food Safety in Catering  
Health and Safety  
Infection Prevention Control  
Safe Administration of Medication Foundation  
Safeguarding Children



#### **Experience**

Deanna has experience working with both children and adults with complex learning difficulties, as well as complex mental health needs. She has worked in both preschools and nurseries as a childcare practitioner, caring for children who have each had unique individual needs, as well as a support worker in mental health facilities. She has also worked with adults in a home setting with complex physical and mental needs helping them develop their domestic skills.

Deanna also has experience working/living with an individual with autism/ADHD, as her younger brother has been diagnosed with both. This has enabled her to have a better understanding of how to care for individuals with the condition.

Deanna enjoys reading, writing, and playing videogames, and looks forward to applying these skills at work.

**Bronwyn Van Noortwijk - Residential Support Worker**

**Qualifications**

GCSE passed;  
Maths  
English  
Science  
Physical education  
History  
Level 1 and 2 Asa swimming instructors  
Food Hygiene Certificate  
First aid certificate  
Level 3 Residential Childcare – in progress  
L2 Understanding Autism – in progress  
COSHH 2022  
Child Exploitation and online protection  
CYP Equality and Diversity  
Data Protection  
Fire Safety  
Health and Safety  
Infection Prevention Control  
Safe Administration of Medication Foundation  
Safeguarding Children  
Epilepsy and Buccal





**Experience**

Bronwyn worked as a school swimming instructor for 8 years teaching a wide range of children from different ages and abilities including children with learning disabilities and complex needs.

For the last 2 years she has worked as a support worker in a residential and supported living setting for young adults with autism, learning disabilities and complex needs and during this time worked with verbal and non-verbal individuals. During this time she was responsible for the administration of medications, assisting and encouraging personal care and hygiene, cooking meals and introducing an activity planner to suit individual needs and abilities.

Bronwyn is a mother of 3 boys; 2 have had type 1 diabetes from a young age requiring injections for blood sugar monitoring and diet so has a very good understanding diabetes and diets.

Residential staff all have experience of learning disabilities/Autistic Spectrum Disorder. 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, upon successful completion of probation, they are enrolled onto the programme and supported by our on-site assessor. Senior Care Managers are enrolled onto the Level 5 qualification.

The health and therapy team are all experienced and qualified practitioners.

A full list of qualifications is available for inspection.

**Details of Management/Staffing Structure and Training.**

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 with case management are supervised by a manager or Team Leader. Sessions take place every 6-8 weeks ensuring it meets the working reality of the service taking into account annual leave and shift patterns.

It is a requirement for care staff to have or work toward QCF Level 3 in Children's and Young People's Workforce following the successful completion of their 6-month probationary period.

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.

**Gender Status of the home and positive role models.**

Staff working at Orion are of a balanced gender mix. 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 children and young people with personal care where appropriate.

**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.

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, including any policies and procedures for emergency admission.**

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 and how the service can meet the needs of the individual, 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 offer a placement to a child or young person if:

After reading the reports, meeting the child or young person and we genuinely believe we can

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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 Orion.**

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 regarding the child or young person is forwarded to Cambian Group. This information should include educational reports, psychological assessments, social history, court proceedings and present situation regarding the child or young person.
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 Brook View site, before admission, to ensure the placement and environment is suitable in meeting the child or young person's needs.
4. The child or young person should have the opportunity to visit the placement before admission to meet the staff group and ask any questions regarding his/her placement with us. Where this is not possible photographs will be provided to the child or young person 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.

### Emergency Referrals

For an emergency procedure placement to be successful it is important that the Principal/Manager and staff at Orion are given **full** details regarding the child's or young person's present situation and background so that a professional and proper decision can be made regarding the feasibility of a placement. If we do not receive the full essential and detailed information about the child or young person we will not admit a them due to the risk it may pose to the others residing within the home.

On receipt of a completed referral form, managers at Cambian Group will meet to discuss if they believe the needs and care of the child or young person can be successfully met. An answer will be given to the authority within three working hours. A visit will always take place before any final decision is made on the move of the child or young person.

If Cambian Group agrees to take the emergency placement then a "Placement Agreement" confirming placement, fees and initially how long the child or young person will be in our care will be sent to the placing authority.

On return of this signed "Placement Agreement", Cambian Group will:

- Ensure staffing is in place and accommodation is ready to receive the child or young person
- Will collect the child or young person from any destination in the UK and bring back to Orion.

On arrival, the child or young person will be allowed to settle and helped to feel at home. He/she will be provided with a welcome meeting, initially to provide them with a Children's and Young Person's Guide which provides them with detailed information about the home. For our children and young

people with complex communication needs, this can be put into a symbols format which is easier for them to comprehend. The welcome meeting will also ensure the children and young people have a tour of the building and the opportunity to meet other staff and children and young people, find out about their likes/dislikes and ensure they are part of a fire drill so they are aware of how to exit the building in case of a fire and know the sound of the alarm. They will also explain basic rules and routines of the home, any expectations staff will have of the child or young person, and what the child or young person can expect from the staff. The child or young person will then be allocated a key worker, who they have already got to know and have begun to develop a positive relationship with. That key worker will be responsible for supporting the child or young person in meeting their care needs, developing their care plan and risk assessment, creating review reports from factual information and the child's or young person's views and providing opportunities on a fortnightly basis, to sit down and have a discussion to ensure they are happy with their care.

During the first 48 hours emphasis is placed on allowing the child or young person to settle, find their bearings and getting to know the staff that will be working with them. This is a crucial time and every effort is made to create an atmosphere where the child or young person is made to feel safe, cared for and wanted. The children and young people will be supported on a staff ratio they were admitted to the home with. They will be provided with a high level of support and care from a team of experienced and qualified staff.

Throughout the placement the statutory Child in Care Review System will be operated. The placing authority is responsible for arranging and conducting any reviews.

If a child or young person comes to the home as an emergency placement a placement review meeting will be held within 72 hours.

#### 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