



Chelmaren

STATEMENT OF PURPOSE

As required under The Children Act 1989 & 2004, The Care Standards Act 2000 & The Children's Home Regulations 2015

August 2020



“Our aspirations for children in care reflect those we would have for our own children. We know they are often in much greater need than other children and we must ensure they obtain all the help they require. We aim to create a home and community environment that provides every child with a safe, happy, healthy, secure and loving childhood, nurturing their aspirations and enabling them to meet their full potential”

Our vision mirrors that in
“Care Matters: Time to deliver for the children in care” DCSF 2008

CONTENT

Quality & Purpose of Care

Pages 7 - 9

- The range and needs of the children for whom it is intended the home is to provide care
- Ethos of the Home
- Outcomes seeking to achieve
- Approach to achieving outcomes
- A Description of the accommodation offered by the children's home including sleeping accommodation
- A description of the location of the home
- The arrangements for supporting the cultural, linguistic and religious needs of the children accommodated in the home
- The arrangements for dealing with complaints
- How a person, body or organization involved in the care or protection of a child can access the homes child protection policies or the behavioural management policy.

Views, Wishes & Feelings

Page 10

- A description of the children's home policy and approach to consulting with children about their quality of care
- A description of the home's policy in relation to anti-discriminatory practice in respect of children and their families and children's rights

Education

Page 11

- Details of provision to support children with special educational needs.
- The arrangements for children to attend local schools and the provision made by the home to promote the educational attainment of children
- Details of provision to support looked after children that are not in education and are not residents of Chelmaren.

Enjoyment & Achieving

Page 12

- The arrangements for enabling children to participate in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical and social interests and skills

CONTENT (continued)

Health & Well-Being

Page 13

- Details of health care or therapy provided including:-
 - a) How the home measures the effectiveness of its approach; and:
 - b) The evidence referred to by the home to demonstrate the effectiveness of its approach and how this information can be assessed

Positive Relationships

Page 14

- The arrangements for promoting contact between children and their family and friends

Protection of Children

Pages 15 - 16

- The homes approach to the surveillance and monitoring of children accommodated
- The homes approach to behavioural support, including information about :-
 - a) The homes approach to restraint
 - b) How are staff trained in the use of restraint and how are their competences assessed.
- Details of the homes policies for safeguarding children, preventing bullying and the Missing Child Policy

Leadership & Management

Pages 17 - 21

- including how we will promote their participation in recreational, sporting and cultural activities
- The arrangements for the Supervision, Training and Development of employees.
- Organisational Structure of the Home

Care Planning

Page 22

- Any criteria used for admission to the home, including the home's policy and procedures for emergency admissions

CONTENT (continued)

<u>Appendix 1</u>	Staffing Policy	<u>Page 24</u>
<u>Appendix 2</u>	Clothing, Personal Needs & Allowances for Young People	<u>Page 24</u>
<u>Appendix 3</u>	Measures taken to prevent fire as a result of smoking	<u>Page 26</u>
<u>Appendix 4</u>	Glossary	<u>Page 27</u>

QUALITY & PURPOSE OF CARE

The range of needs of the children for whom it is intended the home is to provide care.

The purpose of Chelmaren is to provide mid to long-term residential placements for five young people of any sex, aged between 11 and 15 years upon admission. All young people must leave before their 18th Birthday. Chelmaren provides specialised care that meets each child's social, emotional, intellectual, cultural, health and other assessed needs, as recorded in their individual plans.

Adverse childhood experiences are more common than identified, acknowledged or diagnosed and many young people have an additional diagnosis of Autism or ADHD. These children will present with complex and confusing behaviour's that are difficult to understand and manage. Chelmaren will adopt the Solihull Approach Model to deepen both our understanding of the impact of trauma and complex needs on children, young people and their families, and how to help them. We will focus on the needs of parents, and professionals to understand and develop extended knowledge and practice strategies to support children with a history of trauma and complex needs.

Chelmaren work with various multi-agencies and actively encourage partnerships with families to ensure young people receive guidance and support to develop life skills to shape their future and meet their individual potential in a safe and positive way. Chelmaren have a diverse workforce with experience and knowledge to support young people who may display risky behaviour's we also address the difficulties children and young people in care experience and the challenges of parenting within a complex system of different services.

Ethos of the Home.

Applying the Solihull Approach Model, Chelmaren will support children that have experienced trauma and children with complex needs and their families by working with parents to understand and manage their children's behaviour's, whilst supporting the young people in their step down into a family environment. In addition to the team we have an Outreach Worker who solely focuses on supporting young people with their plan to return to their families and offer ongoing support to the whole of the family.

To give young people the opportunity to relate to adults who are able to demonstrate emotional commitment combined with professional integrity and safe boundaries to behaviour.

We recognise the need for young people to be heard and receive relevant responses, in addition to using a restorative approach that focuses on building, nurturing and repairing relationships and we consult with young people, promote their rights and ensure their views are represented. Carry out effective care planning and reviews; promoting partnership with parents and others with parental powers, with the aim of reintegrating young people into a family environment or independent living.

Provide stimulation by ensuring young people have the opportunity to take part in education, social activities and have their health needs met. Promote the interpersonal skills necessary for group living, respecting their rights whilst educating them on their responsibilities in equal measures.

We provide young people with a safe and secure living environment that affords them the opportunity to receive the care to which they are entitled.

Outcomes seeking to achieve.

We will endeavor to provide a safe environment where all young people are enabled to contribute towards their individual care in addition to the planning and development of the home throughout their stay.

Enable Young people to return to their families, to their community or other identified through planning and practice, which develops mutual respect and honesty between all those involved.

To raise the awareness of young people in relation to the diversity of the community of which they are a part and encourage them to play a significant and positive part within that community.

Approach to achieving outcomes

We will work with the young people using a restorative approach, where appropriate, to enable them to take responsibility and have an understanding of their own actions, thereby developing a positive relationship and building stronger relationships.

We will work with young people on the reparation and maintenance of family relationships. We will adopt the Solihull Approach Model.

Young people will be encouraged to value themselves, their family, culture, community, education, and religious beliefs. We will promote respect for the wider society, including neighbours, as an integral part of the development of young people through the Solihull Approach Model.

A good corporate parent must offer the same as any good parent, improving the role of their corporate parent is key to improving all outcomes for our children.

A Description of the accommodation offered by the children's home, including:-

a) How accommodation has been adapted to the needs of children cared for by the home:-

Chelmaren provides accommodation for five young people in single bedrooms with adequate bathrooms facilities. Within the building is a staff office and sleeping-in accommodation.

There are two lounges, a games area, kitchen, dining room and a conservatory, overlooking a large garden. There are facilities for cleaning and laundering and young people will be encouraged and supported to develop and participate in the daily life of the home including life skills to prepare them to live independently as an adult.

Chelmaren will provide nutritious meals from planned menus developed in consultation with young people, taking account of different dietary and cultural needs.

Chelmaren have adapted their grounds in order to house additional building to facilitate the Solihull Approach 10 week Program to parents.

A description of the location of the home

Chelmaren is located on the outskirts of Shrewsbury, within a well-established village where community links appear safe for all – a Safe Area Report is in place and we have regular contact with the local Community Support Officer to ensure the location remains appropriate for the quality of care we deliver. The village has local amenities which the young people can access.

The arrangements for supporting the cultural, linguistic and religious needs of the children accommodated in the home

The linguistic needs and religious beliefs and practices of each young person will be established on admission to the home. All religious and cultural needs will be addressed in the relevant plan for each young person. They will be actively encouraged and supported to attend places of worship or organised community events to continue their faith and beliefs and sustain a sense of belonging and identity. Young people will be encouraged to respect views, values, needs and interests of others.

Young people will be empowered to be morally aware enabling them to distinguish the principles between right and wrong within the code of each other's cultures and beliefs.

Social awareness will be continually promoted enabling young people to adjust appropriately and sensitively to living within a diverse community and enrich their social experience.

The arrangements for dealing with complaints

The needs of everyone and their responsibilities within the home are considered. People involved in a specific conflict will be encouraged to resolve collectively how to deal with the harm and find a mutually acceptable way forward.

On admission, young people are given a copy of the complaints procedure and an explanation of how to follow it, information can also be found within the young persons "Your Guide to Chelmaren" Booklet which also includes contact details. Young people can contact an Independent Visitor through Coram Voice (VOICE) who Shropshire Council has an agreement with. Coram Voice is an independent service for Looked after Children which provides advocacy, independent representatives for Secure Accommodation Criteria Reviews and independent persons for Complaints investigations or alternatively, young people can contact Ofsted, Childline or a number of other independent agencies.

The Care Council Crew (CCC) is a group of young people that is collaborated to discuss and put forward the young people's views, wishes and feelings and they can take these to the Corporate Panel and challenge decisions they make.

All staff in the home are aware of the procedures for young people and their families. Dependent on the nature of the complaint, speak with the Registered Manager, Social Worker, Case Management Team or Independent Visitor. In the event that complaints cannot be dealt with informally, the Directorate has a complaint and representation procedure that complies with the present legislation.

There is guidance for dealing with employee's complaints and this can be accessed via Shropshire Council Intranet>Policies and guidance>HR and Payroll>Whistleblowing Policy.

How a person, body or organization involved in the care or protection of a child can access the homes child protection policies or the behavioural management policy.

These policies can be found at www.safeguardingshropshireschildren.org.uk as well as on Shropshire Council's Website at www.shropshire.gov.uk/social-care-for-children-and-families

Details of child protection are also covered within this statement of Purpose under Protection of Children (Pages 15 and 16).

VIEWS, WISHES & FEELINGS

A description of the children's home policy and approach to consulting with children about their quality of their care

This is done through discussions with the individual young person, consultation with key workers or members of staff within the home; Young Peoples Meetings, social workers, CORAM Voice and Ofsted. The management uses a variety of approaches to gain the young person's thoughts and feelings on their quality of care, from written to verbal comments.

The Solihull Approach model deepens both our understanding of the impact of any childhood trauma and complex needs on children, young people and their families, and how we can help them.

Chelmaren have systems in place for regular monitoring and improving the quality of care provided. Additionally, independent visitors to the home will consult with children on their quality of care.

A description of the home's policy and approach in relation to –

- a) **Anti-discriminatory practice in respect of children and their families;**
Chelmaren staff are committed to the Shropshire Council's policy on anti-discrimination, which incorporates the B.A.S.W Code of ethics and the principles of Health Professions Council (HPC). "Anti-Discriminatory Practice is about treating people equally, fairly, recognising that we all have different needs, tastes, experiences and cultures. Practice will be examined so that this recognition is fully taken on board". It reflects the promotion of equality of opportunity in the way service is offered and delivered within Shropshire.
- b) **Children's rights**
We believe that every young person has the right to a homely, safe environment where care, parenting and choice are provided within a professional setting. We believe that every young person has the right to be respected as an individual, to express his or her opinions, feelings in a non-destructive, non-abusive manner. Every young person has the right to be free from oppression and prejudice, the right to education, which enables them to develop their self-esteem, self-control, self-respect and the respect of others.

EDUCATION

Details of provision to support children with special educational needs

Chelmaren are passionate, committed and strive to ensure all young people are attending education that is fit for purpose to meet the individual young person's educational needs. We do this by contributing to Personal Education Plans (PEP's), Parent Evenings and establishing close links with schools and designated contacts ensuring effective communication on a regular basis.

Chelmaren effectively and robustly challenge any barriers and plans that may have a detrimental effect on any child's learning and development. Chelmaren work with multi-agencies, designated LAC Teachers and Shropshire's Virtual Head to achieve the best outcomes for the individual young person, they also work alongside Education, Health and Social.

Like any good parent, Chelmaren support and ensure every young person is adequately prepared for each school day.

The arrangements for children to attend local schools and the provision made by the home to promote the educational attainment of children

Every effort will be made to keep children in their local schools. Should a young person have exclusion or none attendance of education, Chelmaren will liaise with schools and education provisions to provide work to be carried out at the home.

Chelmaren fully recognise the importance for young people to have their educational needs promoted and met, therefore, staff will actively seek to ensure that young people achieve the goals identified and agreed in their Personal Education Plans (PEP). This will include support with transportation to school and supporting the local Education provision to achieve the young person's potential.

Chelmaren actively and effectively communicate with all education provisions to ensure any none attendance will have minimal impact on the individual young person's health, social and well-being.

Details of provision to support looked after children that are not in education and are not residents of Chelmaren

Chelmaren believe that education is a vital part of succeeding in helping looked after children to thrive and fulfill their full potential.

Chelmaren can assist and support looked after young people that are currently not in a full time education provision. This will only be undertaken when Chelmaren residents are not at the home.

Staff will liaise with Schools and/or LAC Teachers in creating and implementing suitable and individually based educational planners, this may also include facilitating education visits and activities away from the home.

Alternatively, LAC Teachers can utilise Chelmaren's meeting room to undertake educational learning.

ENJOY & ACHIEVEMENT

The arrangements for enabling children to participate in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical, cultural and social interests and skills

Young people will be actively encouraged to pursue their hobbies and individual leisure interests, where appropriate. They will be encouraged to make use of outdoor facilities such as; local leisure centres, libraries, cycling, walking and other supervised activities.

Chelmaren has a diverse workforce that bring and share a wide range of experience, skills, talents and creativity to provide opportunities for young people to participate in a wide variety of activities – see individual staff details for the range of activities. Should a request for an activity or experience arise that is unfamiliar to staff they will encourage, support and explore all availability and suitability.

All young people have use of a mobile phone, which we “top-up” to ensure that when they are on free-time or family contact, they are able to contact Chelmaren. In turn, Chelmaren will carry out welfare checks.

We promote independence by using the local bus/train services where suitable.

HEALTH & WELLBEING

Details of health care or therapy provided including:-

a) How the home measures the effectiveness of its approach; and:-

On admission, all young people are offered a medical assessment, they are also supported by two qualified LAC Nurses and two qualified Senior Mental Health Practitioners that are part of the Core CAHMS.

Any specific therapy provided will be detailed in their Health Plan and delivered by the relevant professional.

Children are supported and encouraged to attend dental and optician tests. The young person has the choice to retain his or her own doctor or is registered with a local GP.

Young People have access and support if family health services are required.

b) The evidence referred to by the home to demonstrate the effectiveness of its approach and how this information can be assessed:-

Every Friday we hold a Young People's meeting with all young people, staff and other agencies that may be applicable to the care of young people.

We invite, on a regular basis, other professionals to give advice and information on services that are available.

Having due consideration to their age and development and understanding, young people will be given advice and encouraged to take responsibility for their health. Smoking is actively discouraged; there is a no smoking policy within all Shropshire Council buildings. Please see Appendix 3 in relation to Chelmaren's approach to our fire safety procedures.

Young people will be encouraged to take regular exercise as well as maintaining a regular sleeping pattern.

The staff team, including a Housekeeper, have knowledge and skills to ensure balanced, nutritional meals are provided.

The evidence to demonstrate the effectiveness of the homes approach to health can be accessed in young people's Daily's, Health Plans and Carefirst Observations.

We work in a combined educational, health and social plan in a multi-agency way.

POSITIVE RELATIONSHIPS

The arrangements for promoting contact between children and their family, friends and significant others

Contact with parents, relatives, friends and significant others is actively encouraged by staff, if it is in the best interests and safety of the child. Arrangements for contact are discussed and determined at the time of admission and further planning for contact is formally arranged via Reviews incorporated into the relevant plans and reviewed monthly in Core Groups.

A 10 session model of working with parents will be undertaken to understand and manage their children's behaviour, whilst supporting the young people in their return to a family environment

Contact issues will be reviewed in line with requirements of the Children Act 1989. If the plan is for the young person to return home, then staff work very closely with the family to ensure a successful outcome with a smooth transition. Dependent on the availability of staff, assisted home visits may be arranged and transport provided.

Visitors are encouraged to confirm arrangements, prior to any visits.

The arrangements for helping children to develop and benefit from Positive Relationships

Chelmaren's ethos is to develop, guide and build a supportive workforce to deliver a quality care service to improve the lives of young people. Therefore, our underlying strong value base is that staff understand and respond to young people in a way that helps the individual to build self-esteem and a sense of belonging, so that the young person can gain responsibility and control of their own developments and achievements. This underpins the Solihull Model Approach.

All staff will demonstrate an open and honest approach using empathy and understanding in order to model effective communication to build on positive relationships for young people to role model.

Young people are helped and supported to develop and benefit from mutual respect and trust, they are supported to understand and demonstrate desired behaviour as well as to display positive responses to other children and adults. The staff team work on evidence to determine patterns in behaviours in order to reduce anxieties

Every young person is encouraged to develop skills to resolve conflicts positively and without harm to others – for example making it Right procedure through the Restorative Approach.

Staff ensure the child's behavioural and emotional needs are met by following the relevant plans. Staff communicate what is expected in relation to desired behaviour and they will work with every young person to ensure that they understand these expectation in accordance with the individual's age and level of understanding.

Staff will challenge unacceptable behaviour, however have empathy on children's previous experiences and work in a consistent way to bring out the best in the young people and show them dignity and respect and confidential information that the staff team use their professional judgement and will actively gain a positive attachment with all young people by ensuring that they treat them as individuals.

PROTECTION OF CHILDREN

The homes approach to the surveillance and monitoring of children accommodated

The staff of the home are committed to encouraging acceptable behaviours and a positive environment through good professional, caring relationships with the young people and through an established framework of general routines and individual boundaries.

We aim to identify and address the underlying cause behind conflicts or wrongdoing. Where appropriate, consideration will be given to the use of restorative approaches as a way of repairing and maintaining relationships.

Whilst at Chelmaren, children will be supervised according to their ages, development and activities.

Currently there are no electronic or mechanical means of surveillance of children used in this home. In future, it may be that a young person or young people in the home are subject to monitoring by mechanical or electronic means. Permission is gained from the placing Authority.

A Safe Area Report is also carried out and reviewed regularly in conjunction with West Mercia's allocated Police Officer.

As part of a multi-agency approach, we consult with the Police Homing Team and share information in a proactive way to maintain child safety. Each young person in our care has an individual "Trigger Plan" which identifies risks and procedures.

The homes approach to behavioural support, including information about:-

a) The homes approach to restraint

The home follows the Children Act 1989 Guidance and Regulations on permissible forms of control in children's residential care.

Young people may be restrained, but only as a last resort to prevent harm to themselves, others or damage to property but never as a punishment.

b) How are staff trained in the use of restraint and how are their competence assessed?

All care staff are trained in the 'Team Teach' method of positive handling. Their competence is routinely assessed shift by shift and formally through a comprehensive refresher training every 18 months. All of Team Teach is documented in relation to the management of our records.

Details of the homes policies for safeguarding children, preventing bullying and the Missing Child Policy

Where a young person is absent from the home or the supervision of a staff without authority, the staff will follow the relevant trigger-plans, policy and procedure, which will include;-

The staff member will carry out a reasonable search of the home and surrounding area to attempt to locate whereabouts of the young person and confirm their safety.

If the young person has not been found or returned within a time previously specified by the risk assessment, the responsible Social Worker or the appropriate “out of hours” Duty Team will be informed and staff will follow the Joint Protocol for reporting Missing Young People.

These policies can be found at www.safeguardingshropshireschildren.org.uk as well as on Shropshire Council’s Website at www.shropshire.gov.uk/social-care-for-children-and-families

Individual risk assessments will reflect a young person’s experience of, reaction to or inclination for undesired behaviour towards peers or staff. Bullying of any form will not be tolerated in the home; staff will be vigilant and sensitive to the needs of any victim or perpetrator.

All young people are given a copy of the “Your Guide to Chelmaren” which includes the anti-bullying policy that sets out the measures that will be taken to encourage respect for others and ensure that everyone is aware that all bullying concerns will be taken seriously and dealt with sensitively and effectively.

We will encourage those responsible for causing harm to become accountable for their actions and responsible for making it right. All staff are aware of the need to work within statutory requirements and guidelines. The arrangements for child protection are laid out in the Inter Agency Procedures for, Working together Safeguarding Children March 2015, in line with Shropshire Safeguarding Children’s Board.

Each child will be educated and helped to understand positive relationships and they will be supported to develop skills to recognize or withdraw from damaging, exploitative or harmful relationships. Staff have awareness to recognize when young people may be putting themselves and/or others in risky situations and they know how to alert other professionals.

Our main aim is that all young people feel safe at Chelmaren aided by the consistent dedication and knowledge of the experienced team.

Further Guidance about health care is available from the

LAC nurses Laura Caldicott & Tiffany Forrester, on 01743 250124

Or mobile 07870506732 Sex education forum NCB or www.wiredforhealth.gov.uk

LEADERSHIP & MANAGEMENT

The name and address of:-

Registered Provider and of the Registered Manager

Registered Provider

Shropshire Council of
Shirehall
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

Telephone: 01743 252700

Registration Number: SC370982

Registered Manager

Calum Yorke

Mount McKinley Building

Telephone: **01743 250100**

Fax: : **01743 250101**



Calum.Yorke@shropshire.gov.uk

The relevant qualifications and experience of the Responsible Individual and the Registered Manager

Responsible Individual

Lisa Preston

Commissioning Service Manager
Fostering, Adoption & Residential
Services

Children's Placement Services

Mount McKinley Building
Shrewsbury Business Park
Shrewsbury
SY2 6FG

Telephone: **01743 250106**

Fax: **01743 250101**

Lisa.Preston@shropshire.gov.uk

HCPC Qualified Social Worker

Lisa joined Shropshire Safeguarding in June 2017, Lisa has worked previously for Walsall Council in a similar role.

Lisa brings a wealth of experience and knowledge to enhance the service.

Registered Manager

Calum Yorke

Diploma in Children & People's

Workforce Level 3 and

Diploma in Children & Young

People's: Workforce Advanced

Practitioner Award – Level 4

Working towards Level 5 Diploma in
Leadership & Management for Residential
Childcare

Calum has worked at Chelmaren for 11 years and started as a Residential Care Worker and working his way through to Shift Leader and Deputy Manager before becoming Registered Manager in 2020.

Prior to Chelmaren, Calum worked with adults with mental health difficulties. Calum's interests are general sporting activities including football and running.

Collectively the staff have acquired many years' experience in working with children and young people. They come from diverse backgrounds/life experiences with knowledge and skills gained from training in child protection including developing their practice, child development, attachment, STORM, anti-discriminatory practice, drug/alcohol awareness, Team Teach, health and safety and Restorative Practice in residential care.

The relevant qualifications and experience of persons working within the children's home:

Deputy Manager



Vicky Gutteridge

Level 3 and 5 Diploma in Leadership & Management for Residential Childcare

Before joining Shropshire Council, Vicky Managed a 4 bedroom Girls CSE Residential Home in Newport. I started my career in 2011 and progressed working for various private care provisions.

Vicky loves playing football and going to the gym.

Shift Leaders

Hervin Francis NVQ 3



Diploma in Children & Young People's Workforce: Advanced Practitioner Award

Hervin has worked in Residential Care for 15+ years and in 2011 progressed to Shift Leader. Prior to Chelmaren, Hervin worked for Telford and Wrekin Council in Youth and Community work. Hervin's interests are football, cricket, basketball, socializing and politics.

Adam Walder

NVQ Level 3



Adam joined Chelmaren in March 2020 and has over 3 years experience in the residential care setting.

Adam's interests are sport, mainly football and he enjoys running.

Adam Young

NVQ 3

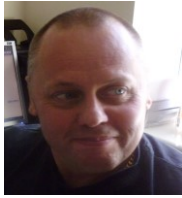


Adam has over 12 years' experience of working in residential care. Before joining Chelmaren, Adam worked in Residential Care for the private sector. Adam started work at the Wheatland's in May 2008 before it moved to Chelmaren.

Adams interests include football, politics, cooking, different cultures, music, festivals and wake boarding.

Residential Care Workers

Alan Bray



NVQ 3

Alan has over 15 years' experience working with children and young people in both the private sector and the local authority. Alan started work for Shropshire Council in 2006 as Residential Care Worker at the Wheatland's. Alan continues in this role at Chelmaren.

Alan's interests include keeping fit and going to the gym.

Colin Smith



NVQ Level 3 and Level 4

Colin has 13 year of experience of working in the private care sector and moved over to Shropshire Council in 2019. He moved to Chelmaren from another home to join the team as a shift leader. In his spare time he enjoys photography, loves music and likes to keep himself active.

Jayne Ryan

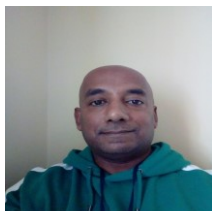


Undertaking Diploma in Children & Young People's Workforce

Jayne has worked with children for 10 years prior to joining Chelmaren in July 2017. She has a good knowledge for health and wellbeing to support the young people.

Jaynes interests include cooking, hillwalking and going to the gym

Prem Anandh



Diploma in Children & Young People's Workforce

Prem has worked in children's services for over 11 years including in residential and has experience of working closely with children and families. Prem has obtained NVQ 3 in Health and Social Care.

Prem enjoys walking and reading. He likes cooking Indian food as well as trying foods from around the world.

Aman Gidda



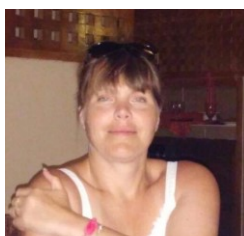
NVQ Level 3

Aman joined Chelmaren in November 2019 and has over 15 year's experience working in the private residential sector.

Aman enjoys watching football, Marvel films and cooking and baking.

Lewis Hurdley**Undertaking Diploma in Children & Young People's Workforce**

Lewis started work at Chelmaren in January 2020.

Lisa Hall**Undertaking Diploma in Children & Young People's Workforce**

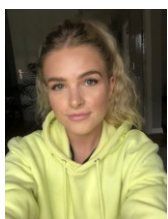
Lisa joined Chelmaren in January 2020 and previously worked within a school setting as a lunchtime supervisor, Lisa has also been a volunteer at a pre-school for over 10 years.

Lisa loves to read and enjoys attending Shrewsbury Town football matches.

Jo Berrow**Undertaking Diploma in Children & Young People's Workforce**

Jo joined the team at Chelmaren in April 2020, having previously worked for 15 years in a secondary and primary school setting. Jo has a NVQ Level 3 Diploma in specialist support for teaching & learning in schools and supporting children and young people with behaviour, emotional and social development needs

Jo enjoys swimming, walking and computers.

Demi Holloway**Undertaking Diploma in Children & Young People's Workforce**

Demi joined the team at Chelmaren in September 2020

Outreach Support Worker

Gemma Higgins

Bank Staff The use of our Bank Staff will only be considered in the cases of staff sickness and staff vacancies. Bank Staff receive the same mandatory training as all residential care staff. The need of the Service is the principal factor when considering all requests.

Support Staff

Debbie Poston - **Team Secretary**

Jenny Hone – **Housekeeper**

Vacancy - **Facilities Officer**

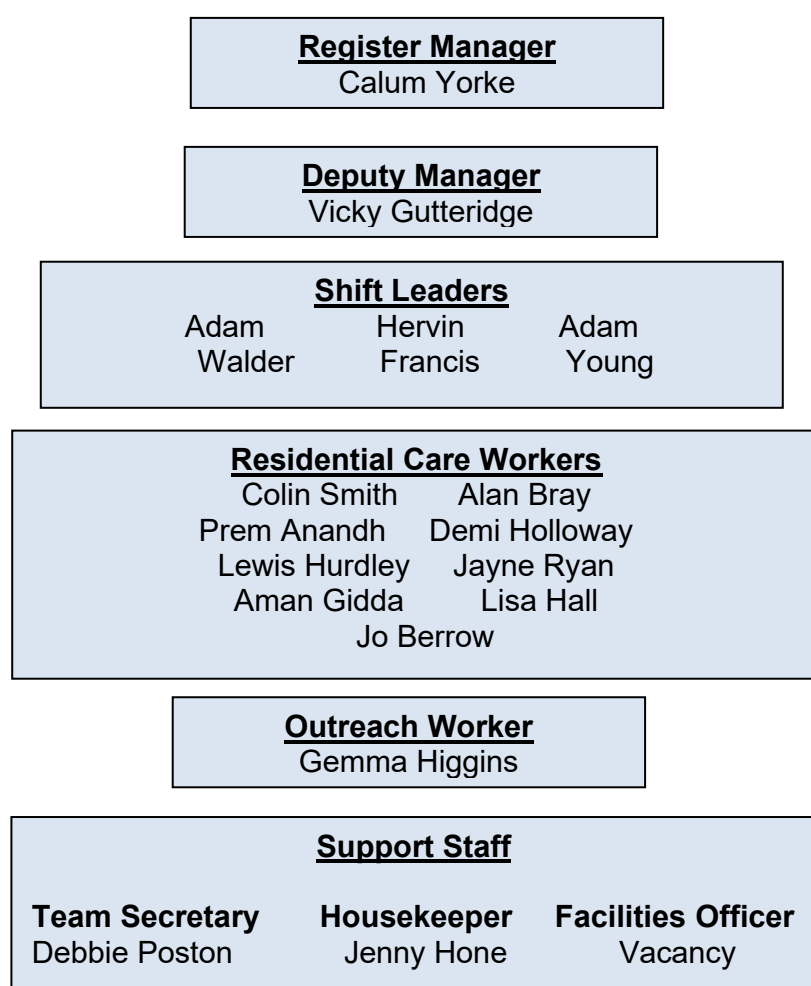
THE ARRANGEMENTS FOR THE SUPERVISION, TRAINING AND DEVELOPMENT OF EMPLOYEES

The arrangements for the supervision of staff are in accordance with Shropshire Council's Supervision Policy, in conjunction with Children's Homes Regulations including the Quality Standards. The Registered Manager, Deputy Manager and Shift Leaders carry out formal supervision of individuals. There are fortnightly team meetings and shift leader meetings in addition to the day-to-day informal supervision.

Everyone will have their performance reviewed annually, enabling learning for the work process and identifying development opportunities, as well as reviewing progress against agreed objectives development plans.

All staff will have Individual Learning Logs and will have regular access to the Staff Development Officer for Children's Homes. The Learning and Development Policy can be found in the Staff handbook.

THE ORGANISATIONAL STRUCTURE OF THE CHILDRENS HOME



CARE PLANNING

Any criteria used for admission to the home, including the home's policy and procedures for emergency admissions

An admission to Chelmaren during working hours is via a request from the Children's Placement Services Duty Desk following a request from the relevant Case Management Team.

No child will be admitted to the home before a completed Impact Risk Assessment. Thereafter, the young person with their parents/carers and/or social worker should be involved in a planned admission with introductory visits and a pre admission meeting.

Chelmaren does not operate an emergency placement.

Contact with parents, relatives, friends and significant others are positively encouraged by staff in the home, as details under Positive Relationships (Page 14). All young people are assigned an Independent Reviewing Officer (IRO). Their care plans are reviewed six monthly, along with monthly core groups to ensure the plans are current and in the best interests of the child.

All young people are allocated a Keyworker who actively communicate on behalf of the young person and their families where applicable. Each child has the opportunity to contribute to their own records.

APPENDIX 1

Staffing Policy

Staffing Structure

The staffing structure of Chelmaren includes, Registered Manager, Deputy Manager, 3 Shift Leaders and 8 Residential Care Workers currently there is a three-shift system in operation, each shift headed by a Shift Leader.

The minimum number of staff to be present during the day or night is two if there are young people to be supervised. There is no minimum number if there are no young people present or likely to be in the home.

Starting times

The starting times for shifts will be 09.30 through to 23.00 hrs. Two staff to sleep in from 23.00 and be on duty from 07.00 the following morning, 08.00 during school holidays. There will be a handover period to the oncoming shift from 09.30 to 10.00.

Waking Night:

The use of waking night staff may be necessary subject to the assessed needs of young people.

Support Staff

One Team Secretary for 18.5 hours per week, a Housekeeper to support the team for 30 hours weekly and a Facilities Officer who works between Chelmaren and Havenbrook.

On-Call

Currently the Manager and Deputy Manager operate the 'on call' system; the person on call will be available on the '**Hotline**' 07990 085300

APPENDIX 2

Clothing, Personal Needs and Allowances for Young People

Clothing and Personal Needs

Clothing and personal needs will be provided for young people when they need them. Currently the allowance for clothing on an individual needs led basis.

While they are being looked after young people will be entitled to pocket money. All young people will be set up with a bank account at the Nationwide Building Society and ISA Savings Account. Managers will pay pocket money into their accounts on a weekly basis. How much they get is set by the Local Authority, is reviewed annually and will depend on their ages.

Current Pocket Money rates are:

Age 11 – 13	£ 8.39
Age 14 – 15	£10.18
Age 16+	£11.65

Birthday, Christmas and Festivals

There are allowances for young people to celebrate birthday, Christmas and/or festivals. Again, the amount is set by the Local Authority, reviewed annually and will depend on the young person's age.

Current Birthday rates are:

Age 11 – 13	£62.00
Age 14 – 15	£68.00
Age 16+	£74.00

Current Christmas / Festival rates are:

Age 11 – 13	£64.00
Age 14 – 15	£66.00
Age 16+	£68.00

APPENDIX 3

Measures taken to prevent fires as a result of smoking

It is illegal for young people under the age of 18 to smoke, therefore it is actively discouraged by all staff at Chelmaren and positive role modelling applies in this area by the staff.

Prior to a Young Person moving into Chelmaren an impact risk assessment is completed and we will ensure we have all the relevant history and information around smoking or any arson concerns are identified and risk managed to ensure Health and Safety arrangements are adhered to.

Families (where appropriate) will need to support Chelmaren and not encourage or influence smoking as part of the placement plan and ensure we meet their child's health and well-being.

All staff receive Fire Safety training including, fire warden and use of fire extinguishers.

All young people are given clear instruction and guidance on Fire Safety and monthly practice fire evacuations.

Chelmaren has fire and smoke alarm system in place and is checked on a weekly basis. All young people's bedroom doors are outward opening to prevent any barricades to take place.

Staff complete a daily check of young people's bedrooms and any evidence of lighters or paraphernalia are removed and consequences/action put in place.

Smoking prohibited in the building? **YES**

Smoking permitted in appropriate areas? **NO**

Suitable arrangements for those who wish to smoke? **YES – describe your control measures:**

If it has been agreed as a temporary measure to reduce an individual's smoking, then a clear plan to limit the number of cigarettes daily and hand in any lighters to the staff.

Smoking would only be permitted at the furthest end of the garden and cigarettes ends disposed of appropriately. Supervision/guidance will be required by staff on duty.

You can refer to full Risk Assessment in Fire Safety File.

APPENDIX 4

GLOSSARY

BASW

British Association
of Social workers
Tel: 0121 6228411

CPS

Children's Placement Service
Mount McKinley Buildings
Tel: 01743 250100

CWDC

Children's workforce
Development Council
now Department for Education
Tel: 0370 0002288

HPC

Health Professions Council
Tel: 0845 300 4472

LAC

Looked After Children

NCB

National Children's Bureau
Tel: 020 7843 6000
[Email: enquiries@ncb.org.uk](mailto:enquiries@ncb.org.uk)

Ofsted

Office for Standards in
Education
Tel: 0300 123 1231

PEP

Personal Education Plan

PSHE

Personal, Social and Health
Education

RCW

Residential Care Worker

SOVA

Supporting others Through
Volunteer Action
Tel: 0121 6437400

Coram VOICE

Tel: 0808 8005792

IRO

Independent Reviewing Officer

CCC

Care Council Crew

