Pebbles

Care | Education | Therapy



VIEWLY HILL COTTAGE

Statement of Purpose

March 2023

3 Introduction

3 Quality & Purpose of Care

6 Views, Wishes & Feelings

7 Education

9 Enjoyment & Achievement

10 Health

15 Positive Relationships

16 Safeguarding

16 Child Protection

18 Promoting Positive Behaviours & Use of Physical Intervention

20 Leadership & Management

22 Care Planning

Introduction

This statement of purpose has been written in accordance with the requirements of Regulation 16 and Schedule 1 of the Children's Homes England Regulations 2015.

Pebbles Care Ltd is the name of the parent organisation for which Radical Services Ltd and Partners in Care are subsidiaries.

Quality & Purpose of Care

Regardless of previous experience, children and young people have potential for growth and change. Pebbles Care exists to nurture and develop, so that any young person welcomed into our care will have the opportunity to flourish.

Our journey in to the approaches of therapeutic practice is based upon a belief that those we care for should experience a sense of belonging. Team members are trained in "attachments" and PACE (Playfulness, Acceptance, Curiosity and Empathy) as we begin the journey of embracing PACE approaches to everyday practice, underpinned by an approach we refer to as 'Therapeutic Parenting'. This is our way of caring, and it recognises the following:

- The potential in each person to recover from past harm.
- The need for high levels of nurturing care combined with structure and predictability.
- The importance of a warm, clean, and homely environment in which children and young people can feel a sense of safety and belonging.
- That having fun and creating positive childhood memories are imperative. Promoting self-confidence and removing the sense of shame many young people feel is essential.
- That there is often an underlying need beneath an individual's behaviour, which they need to process and make sense of before they can affect change.
- The need to work at the developmental or cognitive age of the child and not necessarily at their chronological age.
- The need to accept presenting behaviour as reflection of learned behaviours rooted in previously learned maladaptive coping strategies.

We are excited to be strengthening our care practices this way and acknowledge that we have commenced a journey toward improvement; one where we will learn together and work toward improved outcomes for children and young people.

At Viewly Hill Cottage we care for two young people aged between eight and eighteen of any gender identities.

The home provides a familial environment where children and young people who cannot remain at home can be cared for in a way that allows them to experience a strong sense of nurture matched by clear boundaries and routines.

Adverse childhood experiences are likely to have informed the beliefs and attitudes of these children and young people, which have often led to maladaptive coping strategies manifesting in harmful behaviours toward self and others.

Viewly Hill Cottage aims to support young people to make sense of these past experiences and how they influence current behaviours, whilst promoting a positive environment where children can feel safe, have fun and build appropriate relationships. This serves as a pretext for growth and development and allows individuals to develop and flourish.

At Viewly Hill Cottage we respect diversity and ensure that as part of the care planning process individual needs of each child or young person are supported in relation to their cultural identity, language or faith needs and will draw upon local community and other groups to achieve this.

Ofsted

Viewly Hill Cottage is registered with Ofsted, the Government Office for Standards in Education, Children's Services and Skills.

Our learning has begun around the therapeutic principles represented by the acronym PACE (Playful, Accepting, Curious, Empathic). We are in the process of equipping our team to apply this approach as part of their everyday practise.

Team members are encouraged to create supportive relationships and safe base for children and young people while beginning to understand the impact of attuned parenting, which creates safety, enhances positive change, and promotes repair of past damage.

Viewly Hill Cottage is registered with Ofsted and offers a large rural setting with two large spacious bedrooms for our young people and two separate staff bedrooms. The generous size of the home allows room for two bathrooms, two lounge areas, two office spaces and a separate room that is currently being used as an education room to allow our young people a private place to engage in virtual lessons. The home has been designed to provide a healthy balance between safety, security and privacy.

The home is situated in a semi-rural area of Northallerton on the outskirts of a small town. It has access to lovely woodland area walks, stunning views and easy access to neighbouring towns Darlington, Middlesbrough and more.

At Viewly Hill Cottage we take pride in the way we care and and create a home which is full of home cooking, baking, art, music, dancing, role play, movies and having all round fun.

Viewly Hill Cottage recognises the importance of promoting the cultural, sexual, religious and gender identity of every individual, and seeks out activities, gatherings, and faith groups to allow any individual to express themselves accordingly.

All Pebbles Care policies and procedures are stored centrally online via our Intranet and are easily accessible. This includes a policy in relation to complaints. At the time of welcoming a child or young person to Viewly Hill Cottage, they receive a Welcome Booklet which outlines how they can make a complaint using a complaint form that can be given directly to the manager or posted into the home's 'Complaints/Compliments' box.

To enable further transparency and opportunities for an individual to raise a concern, Pebbles Care also uses 'Hear Me', a confidential email address to allow any young person to raise issues with senior management who are external to the home, should they not wish to discuss their concerns with the registered Manager or Deputy Manager.







Complaints

Complaints are dealt with promptly in line with policy and procedural guidance. Outcomes are clearly recorded and reviewed by the Responsible Individual.

All Policies and Procedures are centrally accessible by carers from the company's internet and are freely available.

Views, Wishes & Feelings

At Viewly Hill Cottage we are committed to both encouraging and enabling children and young people to actively participate in the daily life of the home and decisions that affect them.

Viewly Hill Cottage is committed to recognising and ensuring the rights of children and young people living at the service as defined by the United Nations Convention on the Rights of the Child 1989, Articles 2,3,6 and more specifically Article 12, as well The Children Act 1989. We want those we care for to feel engaged in any decision-making processes whether it be what they eat, the home décor, how they spend their time or activities within the home.

Where possible Viewly Hill Cottage facilitates time for monthly meetings for its young people to informally come together to share any views, wishes or feelings they may have in relation to their lived experience at Viewly Hill Cottage. Monthly consultation for young people to give their views wishes and feelings in a more private platform is also facilitated.

By empowering young people to have their views heard and responded to, we promote a sense of agency and citizenship. Viewly Hill Cottage also seek the views of its young people in relation to service improvement and encourage them to feel safe and empowered to share complaints and compliments. Pebbles Care encourages care teams to support its residents to make use of the National Youth Agency and its advocacy service. All young people are also encouraged to talk to Independent Visitors to the home.

Education

All children and young people have an entitlement to 25 hours of education per week.

This may include:



Full-time at a local mainstream or special school



Structured learning at home as part of a personalised education package



A combination of school learning, home learning and access to alternative provision which could include work-based learning, college, or community activities

Registered managers and carers in the home have a responsibility for ensuring children and young people in their care access the appropriate education for them, and advocate for them to achieve to their potential. To do this, they will be supported by the Head of Education where necessary and will work in partnership with Social Work departments, local authority Virtual Schools for looked after children, SEND (Special Educational Needs & Disabilities) Teams in local authorities, and other agencies where appropriate.

To maximise the impact of their support, registered managers will ensure they and their teams:

- Consider educational needs early in the admissions process so a plan can be made to engage in education at the earliest appropriate time.
- At the start of the placement ascertain the educational needs of the young person and enrol them in an appropriate setting in partnership with their social worker informed and supported by the Virtual School for LAC and Social Worker.
- Contribute to the planning process and maintain plans for engagement in education.
- Support the young person with their education at home; whether supporting homework, facilitating home learning, or recognising skills development during everyday activities in the home.
- Support conflict resolution to the best of their ability to reach the most suitable outcome for young people regarding education provision. Seek the advice of the Head of Education where necessary or in the case of any doubt about the provision offered.

Education

- Ensure young peoples' SEND (Special Educational Needs and Disabilities) are met in line with the SEND Code of Practice. This is particularly important if the young person has an EHCP (Education, Health and Care Plan). This could mean the young person should attend a special school and/or have enhanced support. The EHCP is a legally binding document, reviewed annually, to ensure young people have their needs met. The SENCO (also Head of Education) will be consulted where there is any dubiety over the provision being offered and the level of need detailed in the EHCP.
- Support full attendance at school (or other provision), employing appropriate strategies.
- Update stakeholders (Social Worker, Virtual School, SEND Team) on progress in education as required. Usually this will be through multi-agency meetings such as LAAC reviews, PEP meetings, TAC meetings, EHCP reviews, Person Centred Reviews, and other planning meetings. Pebbles Care's school will prepare reports on parental/professionals' views for these meetings and reviews as requested by the local authority.
- Attend parents' evenings, school events, information meetings, etc. in line with school calendars to ensure effective monitoring of progress at school. Effectively administer communications with school to manage the educational experience of the young person.
- Where there is no education provision for a young person in our care, the Head of Education is to be notified immediately so steps can be taken to contact the local authority to devise a plan for inclusion in education.
- Where necessary Viewly Hill Cottage will creatively and innovatively provide educational experiences for young people at home to ensure the entitlement to 25 hours of education per week is met.
- Contribute to the '24-hour curriculum' by monitoring and recording skills development in the home.
- Manage educational workload and expectations (of the young people and school/provider) to safeguard the mental health of young people while ensuring they reach their potential related to their circumstances. Communicate effectively with education providers to ensure they are aware of any circumstances affecting educational progress.
- Maintain plans for engagement in education in partnership with stakeholders and update these as they progress over time.

Enjoyment & Achievement

We are dedicated to supporting children and young people to have positive and meaningful experiences as well as having opportunities to discover more about the things they are good at and enjoy.

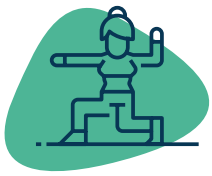
We will promote opportunities for living-learning experiences through a range of daily activities. We are committed to contributing to the social, cultural, and economic capital of the community since we are reliant upon community resources to provide opportunities for our young people to participate in activities which evoke a sense of achievement and pleasure.

Creating opportunities for creativity, activity, social engagement, and learning allows for personal growth, a sense of achievement and pride. Viewly Hill Cottage liaises with several groups, organisations, and activities within the local community to engage young people and ensure their participation in things that they enjoy doing.

This may include:



The provision of safe outdoor activities linked to achievable awards

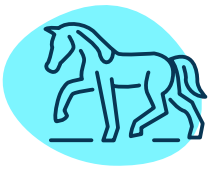


Involvement in physical activity



Being part of community and voluntary activities, which involve taking care of the environment and caring for nature





Arts, crafts, cookery, poetry, music, discussion groups, animal care, and the performing arts



Self-care and well-being including massage, mindfulness, beauty therapy

We can support children and young people to try new things and hopefully learn to feel better about themselves.

Health

All young people are registered within seven days with a General practitioner: Dentist and Optician.





Health

Psychological Support

The children and young people at Viewly Hill Cottage have access to psychological support from Pebbles Care's Psychology team whose work is informed by a professional code of ethical practice. The team support Viewly Hill Cottage with the creation of a Therapeutic Formulation for each child, which is specific to their individual needs and risks.

We are working towards providing an assessment and Formulation which will inform both the Care Plan and Risk Management Plan for each young person. As a 'work in progress', this process will take time to embed. It will however allow us to ensure that a clear evidence base underpins our care planning and risk management practice. Since the assessment process relies heavily upon accurate and up to date information about the young person, the home and the local authority will jointly agree the date by which this document is to be completed. Through the application of therapeutic parenting approaches, we work together to build effective skills in relation to e.g., emotional regulation and social skills.

The role of the Psychology team is extensive in providing support to the homes to enable them to understand more fully those they care for and what they need.

Other areas of involvement include the following:

- Working with commissioning to support placement suitability and matching young people appropriately.
- Providing support to managers with assessment and formulation, where required, for children and young people within twelve to eighteen weeks of arrival.
- Delivery of 'Therapeutic Parenting' training to all services to ensure 24-hour therapeutic care for our young people.
- Initial support for teams through training if they are experiencing some new behaviours or if there is a diagnosis of which they are unfamiliar.
- Support to understand and implement intervention techniques to teams such as therapeutic activities for specific skills building.
- Psychological assessments for individuals who may require this. e.g., cognitive assessment, social and emotional developmental age assessment, or trauma assessment.
- Other interventions can include group work for young people or family work.
- Additional therapeutic work can also involve one to one therapy. This would be informed by a psychological assessment, which depends on the reason for referral and the evidence of what therapy would best meet the needs of the child or young person.
- Forensic psychological risk assessment where concerns exist regarding the high risk of harm to self or others.

Psychological Support

Direct input to support care teams via monthly consultations are also undertaken to provide support to the managers and to develop a care team's understanding of need and improve practice skills. Advice and guidance are also offered to carers regarding specific issues of concern, such as a diagnosis or crisis. How to best maximise the use of therapeutic activities in such cases is also addressed.

Pebbles Care's psychology department consist of six staff:

Head of Psychology
The Head of Psychology holds Psychology Degree; MSc Forensic Psychology; MSc Applied Psychology with Children and Young People. Viva pending for Professional Doctorate in Forensic Psychology.

Four Assistant Psychologists
Three Assistant Psychologists hold degrees in Psychology and an MSc in Forensic Psychology. One of these also holds an MSc in Counselling and Psychotherapy. All three trainees will apply to begin their professional practice diplomas in early 2023, with an expected completion date of 2025. They work to provide support to care teams and engage in psycho-education activities and therapy with children and young people. They are also involved in psychological assessments and support the teams via monthly consultations.

One assistant psychologist holds an undergraduate degree in Psychology and will begin his MSc Forensic Psychology on early 2023 with a completion expected in 2024.

Forensic Psychologist
One Forensic Psychologist in Training who holds a degree in Psychology and an MSc in Forensic Psychology. She is currently undertaking the professional practice diploma with Manchester Metropolitan University and is in her second year.

Weekly supervision is provided for all Assistant and Trainee Psychologists.

In addition to this, the whole psychology team receive monthly clinical group supervision from a qualified Consultant Clinical Psychologist. Weekly individual forensic supervision is also provided by a Consultant Forensic Psychologist for the Head of Psychology.

The psychology team adhere to the British Psychological Society (BPS) Code of Ethics and Conduct, and the Health Care Professional Council (HCPC) Standards of Proficiency (SOP) which ensure that they practice within their knowledge base, and skills and experience lawfully, safely, and effectively.

This encompasses the processes of assessment, formulation, intervention, and evaluation, which is dependent upon the needs of each child. Sessions are recorded in line with the HCPC Standards of Proficiency which evidences their processes and ensures professional accountability.

A 'Progress in Therapy' report can be provided to local authorities in cases where it has been requested. Notes of progress and therapeutic sessions are always recorded and will be shared, but only where there is specific need and reason to have access. Our work with children and young people is confidential as is the case with adults. Where information is to be shared, consent is always sought before any therapeutic engagement, even for psychoeducation, so the child is aware of the information we both will and will not share.

Health

COVID-19 Pandemic

Carers understand the need for sensitive and attuned care specifically in relation to the COVID-19 pandemic. They are sensitive to a climate where personal protective equipment may cause distress and hamper the quality of communication and are sensitive to be mindful of this.

Viewly Hill Cottage has implemented processes and practices to ensure that risk of cross infection is minimised regarding the cleaning of the home and the safe management of clothing, waste, and household linen.

Anxieties are well managed through supportive relationships where children and young people are encouraged to express concerns and talk about how they feel since it is understood that the changes may well compromise their sense of safety. Restrictions are implemented sensitively and reasons for them are explained fully.

Plans during this period will be respectful of the views, wishes and feelings of the individual and will maximise opportunities for the development of trusting relationships, positive interaction, and physical activity.

Encouragement to take part in activities that strengthen relationships and enable a sense of identity will help create safety. Reassurances will be given around the need for restrictions on time with families. Amidst this the care team will be creative and pro-active in finding alternative ways to ensure communication with them.

Viewly Hill Cottage will continue to work with PHE, GP's and other health organisations to ensure a prompt response to any positive diagnosis including the requirements for self-isolation. Contingency plans are reviewed and updated as required to support the changes and ensure that staffing levels remain commensurate with the needs of children and young people.

Carers meetings, supervision and general discussion will create opportunities to provide support to carers, review plans for infection control and facilitate opportunities for on-going learning in relation to the pandemic.

Where additional carers are sought from other homes, the home's manager will ensure they have a clear understanding of those they will be caring for and their needs.

Health

GP appointments and any subsequent actions are recorded in the young person's file. In the event of a serious illness, the young person's social worker, those with parental responsibility and any significant others are notified at the earliest opportunity.

Parents/Guardians may be consulted on the treatment of young people in emergencies, and a medical consent form is completed as part of the admission process.

Medication is kept in a locked cabinet in the home's office. Where appropriate, young people are supported to take responsibility for regularly taking any prescribed medication; the records of which are robustly maintained.

In the event of an accident occurring involving a young person or member of the care team, an Accident form is completed and filled accordingly, and appropriate agencies are notified. Should there be any clarification needed regarding the notification process, the company's Health and Safety Officer will be consulted.

Viewly Hill Cottage operates a no smoking policy, for carers, residents, and visitors to the home. We acknowledge that whilst young people may smoke, it is our aim to help them reduce or stop smoking by actively discouraging it. We do this by making them aware of the dangers, ensuring that carers act as positive role models in this regard, and by seeking support from local smoking cessation services.

Viewly Hill Cottage actively promotes good health and well-being.

Health promotion materials are made available on matters including diet; smoking; alcohol and substance use; sexual relationships and sexually transmitted infections; relationships; general health; hygiene; emotional health, and well-being.

The care team observe high levels of hygiene and are robust in this regard when dealing with spillage of body fluids and open wounds.

Additionally, all carers receive training in health and safety; emergency first aid at work, and food preparation and hygiene as part of their mandatory training.

Viewly Hill Cottage can access specific psychological interventions via the company's Psychology Team.

Positive Relationships

Viewly Hill Cottage understand the importance of a young person's wider network of support and the need to promote engagement with it.

We actively encourage the relationships with family and welcome their participation in the life of their child or family member. We encourage their involvement in significant events including celebrations. Continuity of relationships is important and Viewly Hill Cottage aims to support these for those children and young people living with us. We encourage the development and strengthening of long-term relationships between family and friends.

We seek to keep families involved regarding any changes, developments and care plan arrangements and encourage contact and visits to the home wherever possible unless specified by the social worker that this would not be in the individual's best interest. We will ensure that, where contained within the care plan, supervised telephone calls are arranged at appropriate times. We will actively support time spent with families and will plan with them and the social worker from the outset regarding our role in supporting this.

Pebbles Care recognises the importance of promoting and role modelling positive relationships. Carers demonstrate these during their daily interactions with children and one another.

Many children and young people have experienced unhealthy attachments resulting in an inability to form relationships easily and a tendency to damage relationships with others. Viewly Hill Cottage promotes a restorative approach to enable children to learn that relationships can be repaired and that endings do not need to be negative. This is one reason why we look to always celebrate placement endings wherever possible.

Safeguarding

As part of an organisational approach to safeguarding, Pebbles Care have policies and procedures which offer guidance in relation to bullying and whistleblowing.

Bullying is taken seriously at Viewly Hill Cottage. Carer teams receive training in how to address bullying and an educative approach provides a pro-active way for Viewly Hill Cottage to address issues of bullying. It is discussed within the home and clear message are communicated as part of the daily life of the home.

Mediation approaches promote empathy and is one of the main ways bullying is addressed, and always promotes the non-violent resolution of conflict. All policies and procedures are now stored via the intranet and are centrally accessible.

The company's policy on Whistleblowing is made known to all employees who sign to confirm that they have read and understand its content. We are committed to ensuring that where any matter occurs that compromises the safety of children, young people, and carers, that appropriate action is taken to ensure a prompt response to re-establish safety.

Child Protection

Child Protection training is introduced as part of induction and is further embedded during the probationary period and via enhanced training.

Safeguarding and promoting the welfare of children includes:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcome.

Viewly Hill Cottage ensures that a child-centred approach is given to safeguarding in line with the principles of the Children Acts 1989 and 2004.

Child Protection

Carers understand the importance of listening to what each child has to say and taking their views seriously. The effective sharing of information is crucial in identifying and responding promptly to keep children safe.

Viewly Hill Cottage works closely with: Police; Local Safeguarding Children's Board (LSCB); Local Authority Designated officer (LADO); Social Worker, and Emergency Duty Team (EDT) to raise a child protection concern. Child Protection Plans will highlight risk and the ways in which they can be ameliorated, and Viewly Hill Cottage's own risk assessment and risk management plans will address the measures taken to keep the child safe. These will be reviewed as risks and needs change.

Contextual child protection can include addressing a range of concerns outside of the home environment including e.g., Child Sexual Exploitation and Child Criminal Exploitation, trafficking and the influence of extremism leading to radicalisation. The care team are trained to understand signs and symptoms of harm and abuse and know how to act appropriately. They fully understand the need to tell a line manager and record accurately when they have a child protection concern.

Carers have full access to the company's Safeguarding and Child Protection policies and procedures via the intranet. In addition, Safeguarding and Child Protection are an integral part of supervision and are raised during team meetings and hand-over meetings.

Viewly Hill Cottage's Designated Safeguarding Leads are as follows:

- Dave Hitchen, Area Manager Operational Designated Safeguarding Lead
- Joy Wakenshaw, Head of Care and Strategic Lead on Safeguarding

The company's Designated Safeguarding Leads are informed of every Child Protection concern, and a collective response involving a multi-agency approach is followed in line with 'Working Together to Safeguard Children', 2018 (HM Government).

Viewly Hill Cottage understands its responsibility to keep children and young people as safe as possible. Whilst doing this they are also mindful of the need to ensure that the environment feels homely and can help foster a sense of belonging for each young person.

Viewly Hill Cottage has door alarms on all bedrooms and external doors. These alarms alert carers when the doors are opened. They remain inactive and any decision about the activation of door alarms are always made in conjunction with the social worker and other professional agencies, based upon the management of risk. Any decision to activate these is always explored in the context of the individual child or young person's need for privacy and independence.

Local authority permission would always be sought since the use of surveillance techniques would only be used in circumstances where clearly identified risk would be more safely managed by this approach

Window restrictors

Window restrictors are fitted onto all bedroom windows where a risk deems it necessary as a means by which to keep young people safe by preventing them from leaving the premises unnoticed.

This is also implemented by agreement with the placing local authority.

Promoting Positive Behaviour and Use of Physical Intervention

Viewly Hill Cottage aim to provide positive daily experiences for children and young people. In doing so we aim to develop positive authentic relationships that support growth.

Carers are trained to understand that at times when a young person feels overwhelmed, they may choose to express their feelings through dysregulated behaviour or suppress them by internalising feelings and by managing the pain through e.g., substance misuse, alcohol, or self-harm.

We aim to support individuals to replace both self-harming behaviours with actions that promote self-care and healthier ways of coping and managing the complex mix of emotions they feel. However, this takes time and there are occasions when the presenting behaviours of a child or young person can pose a serious risk or threat to themselves or others. When this happens, it may be necessary, as a last resort, for a carer to intervene to ensure the safety of those present, resulting in a physical restraint or safe-hold, where safe to do so. Viewly Hill Cottage's care team have all been trained in 'Team Teach', an approved intervention model aimed at enabling carers to restrain children and young people in the safest way possible.

Team Teach provides an understanding of the causes of challenging behaviour, along with respectful, supportive, and practical strategies for de-escalation and crisis intervention.

All techniques that are taught are situated within an approach to behaviour management which seeks to minimise the need for physical intervention and maintain positive relationships. Aimed at individuals who support people with challenging behaviours, and who may pose a risk to themselves or others, the course provides a thorough grounding in practical behaviour management strategies.

It equips individuals with a sophisticated understanding of challenging behaviour, and the social and legal context around its management. It covers strategies of personal safety, teamwork, and de-escalation, as well as teaching effective positive handling techniques: these include guiding, escorting and safe holding in various positions assessed by practical demonstration.

Promoting Positive Behaviour & Use of Physical Intervention

All carers are trained in both theory and practice as part of their induction training where competence is assessed through a practical demonstration and a written exam. Carers also participate in two refresher sessions across a two-year period.

Viewly Hill Cottage aims to intervene in this way as a very last resort and only when there is significant risk to the individual or carer. We will actively seek to avoid the use of any restraint by using other techniques to support children and young people at such times, and are clear in the following guidance we give:

- Restraint should never be used to force a young person to comply with requests made by carers, or as a form of punishment.
- Restraint should only be used when a child or young person is behaving in an unsafe and dangerous way that threatens the safety of the individual or others, and only when all other strategies to de-escalate the situation have been tried.
- Carers must never restrain in a manner that intentionally causes pain or is dangerous in any way.
- If it is necessary to implement a restrain, then it will be done for the shortest time possible.
- Should a restraint be necessary, then discussion will always take place at an appropriate time afterwards, allowing an opportunity for the young person to share their views and ask questions. It is important that where restraint is necessary there is always an opportunity for the young person to understand the reasons why it was necessary, and for relationship repair and learning to occur.

Leadership & Management

Pebbles Care Ltd
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Calls Wharf, The Calls,
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Tel: **0330 170 0111**
www.pebblescare.com

The Responsible Individual is:
Dave Hitchen
Pebbles Care Ltd
(Incorporating Radical Services and Partners in Care)
Calls Wharf, The Calls,
Leeds LS2 7JU
Tel: **0330 170 0111**

The Manager at Viewly Hill Cottage is:
Liz Bennett
Email: **liz.bennett@pebblescare.com**
Telephone: **01609 810 073**

The home manager holds a Level 5 diploma in leadership for health and social care and children's and young people's services, also a level 4 NVQ in Health and social care (children and young people).

Each team member is trained in many areas as part of their role including:

- Safeguarding
- Emergency First Aid at Work
- CSE/CCE
- Self-harm awareness
- Team Teach – De-escalation and Physical Intervention
- Health and hygiene
- Medication
- Infection Control
- Drug and Alcohol
- Fire Warden
- GDPR

Training

Training will be sought in specific areas where it is deemed that this would benefit the young people placed at Viewly Hill Cottage, such as autism awareness etc.

Care Team at Viewly Hill Cottage

Care Team Structure

1x **Registered Manager**
1x **Deputy Manager**
8x **Residential Childcare Workers**

The full list of our team members, qualifications and experiences are on a separate Appendix, that can be shared with appropriate parties on request.

Performance Management

Performance management is achieved through supervision, an annual appraisal, and a six-monthly appraisal review. This ensures a minimum of ten face to face meetings each year between the line manager and employee.

Supervision at Viewly Hill Cottage provides a safe space and regular contact between the manager and an employee. It is a supportive process of reflection and bi-directional communication allowing for critical reflection pertaining to practice issues; personal and professional development; role expectations, well-being, and training needs.

Supervision topics are agreed in advance between the supervisor and supervisee and supervision records are completed and agreed by the supervisee before they are safely stored.

Care Planning

The referral process in advance of the welcoming of any child or young person to Viewly Hill Cottage follows a 3 Stage process, outlined in full in the company's Referrals and Admissions policy.

Stage 1

Following discussion and agreement with the Registered Manager and a member of the Psychology Team, Pebbles Care's Central Commissioning Team will use matching criteria to circulate details of suitable referrals to homes where matching would appear to be appropriate.

Using information in line with a checklist of information, the manager in consultation with a member of the Psychology Team will decide whether a proposal in principle for the care of that child or young person can be made. The decision is always sent to the Responsible Individual (Area Manager/Senior Area Manager) to finally endorse and sign the proposal before being returned to the Central Commissioning Team.

Stage 2

Should the referring local authority decide they wish to proceed then Registered Managers will ensure that they have any information they require and will begin liaison with external partner agencies local to the home i.e.: health; education; children's social care, and police etc., and will share any relevant information about the young person who is moving into their home. A pre-placement planning meeting will be held at Viewly Hill Cottage or via Microsoft Teams including relevant external professionals, and where appropriate parent(s) or relatives and the child or young person.

The Responsible Individual (Senior Area Manager/Area Manager) will also be present, alongside the registered Manager and a member of the Psychology team. The meeting will follow a standard agenda and will be recorded accordingly.

An Impact Risk Assessment will be completed by the Registered Manager to assess and manage any risks that may be associated with the arrival of another individual. This will be explored with a member of the Psychology Team to consider any further action e.g., and to ensure that any enhanced training needs of carers are identified.

Stage 3

A Placement Agreement will be shared by the Commissioning Team to the placing local authority. The Registered manager at Viewly Hill Cottage will work in partnerships with the social worker, relatives and other professionals involved in the care of the child to agree a transition plan which may include familiarisation visits, providing a young person with a copy of Viewly Hill Cottage's 'Welcome Booklet' or the sharing of a video of the home where visits may not be possible.

The Registered Manager will, using a standardised form to demonstrate the ways in which the home can meet the needs of the child or young person which will also be signed by The Responsible Individual (Senior Area Manager/Area Manager).