

# FERN LODGE CHILDREN'S HOME

OFSTED URN: 2529815

## STATEMENT OF PURPOSE



A description of the homes underlying ethos and philosophy, and a description of the theoretical or therapeutic model this is based on

### **Main Aims**

- To provide specialist high quality care for children who are unable to live at home.
- To assist children to develop coping strategies and where possible aim to achieve family reunification. Where this is not an option, we work towards other preferred choices which may be foster care, kinship care, independent living, supported lodgings, or other specialised care.
- We believe by working in partnership with children, their families, and their professional network we can build an effective team around each child creating safe opportunities for children to learn and develop.
- To provide a trained, knowledgeable competent and diverse staff group who are led by an experienced management team and other internal professionals.
- To actively encourage children to attend education and take part in leisure activities.
- To understand and get to know each child and young person, to develop relationships built upon trust and on the young person's individual needs.
- To support children in developing resilience, in developing positive self-esteem, self-confidence and self-worth

### **Education**

Fern Lodge has access to Able Health Care independent school registered at Liberty Lodge if required. West Lodge School is able to offer bespoke specialist packages of education for young people placed in the home.

The school offers a variety of subjects and programmes internally as well as fantastic opportunities with local education providers.

The school is a small nurturing setting that works in tandem with the home to support the education of the young people placed.

Young people may be placed at Liberty Lodge Independent School when there is difficulty placing in mainstream and statutory settings.

Education will be agreed at referral stage when possible.

Liberty lodge Independent School has its own prospectus and website available for further information. Please call 01473 233 350 for further details.

### Mission Statement

‘Helping children thrive and develop in a safe, nurturing and secure based family style environment, giving them confidence to move on with their lives.’

### Ethos and Philosophy

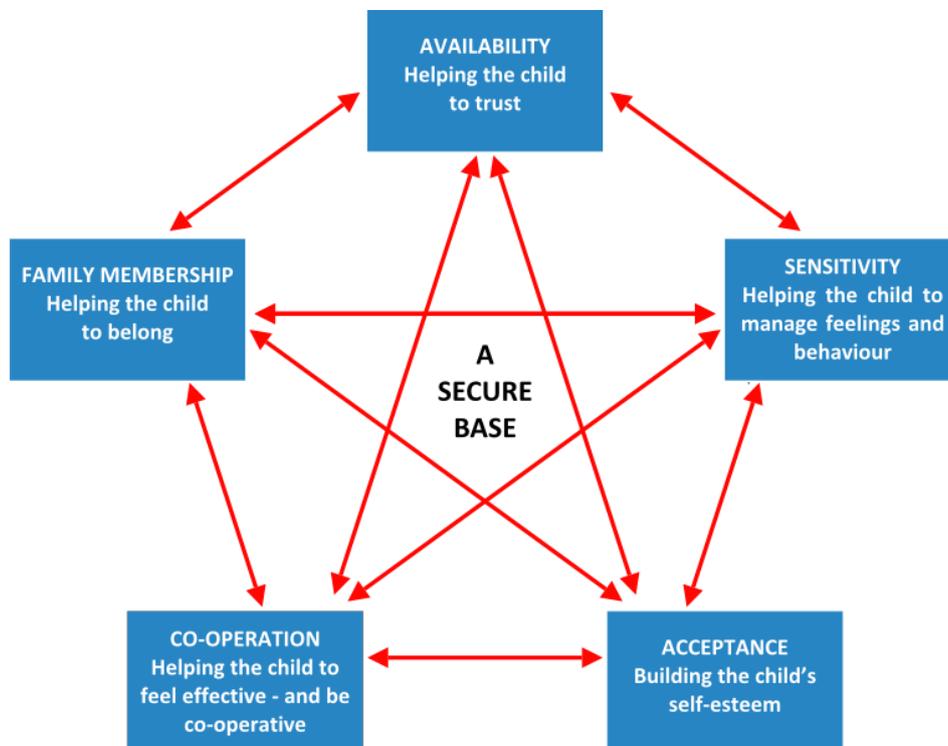
The Secure Base ethos of Fern Lodge is founded on pedagogic, attachment and psychodynamic therapeutic community principles which promote the development of meaningful relationships between staff and children based on the core values of mutual respect and good parenting, respectful to the values of privacy, dignity, independence, choice, rights and fulfilment.

There is an emphasis on finding solutions rather than dwelling on problems. We are child centred and measure success by achieving good outcomes. Working with children should be fun and our aim is to enjoy all the facets of living together.

A secure base is provided through a relationship with one or more sensitive and responsive attachment figures who meet the child's needs and to whom the child can turn as a safe haven, when upset or anxious. When children develop trust in the availability and reliability of this relationship, their anxiety is reduced and they can therefore explore and enjoy their world, safe in the knowledge that they can return to their secure base for help if needed.

All young people will have their secure base progress monitored by staff and this will evidence the emotional progress they have made while living at Fern Lodge.

The home uses the **SECURE BASE MODEL** to strive for positive outcomes for all the children.



## Fern Lodge

Our short – medium term goals are:

- To get the child to trust – so they realise they matter, they are safe and others can be trusted.
- To help the child to manage their feelings and behaviour – so they realise their feelings make sense and can be managed.
- To build the child's self-esteem – so they accept they are valued for who they are and they don't need to be perfect.
- To get the child to feel effective and co-operate – so they are able to negotiate and contribute towards their care plan.
- To get the child to feel comfortable living at Fern Lodge - particularly for those children who have second families.

Once these goals are achieved the home will be better placed to move towards the:

Long-term goals for the children which are:

- Family re-unification
- Moving to Foster Care
- Kinship Care
- Move into (semi) independent living with the necessary life-skills

We will work with each child in a unique way, ensuring their individual needs are met.

A statement of the facilities and services to be provided to the children accommodated in the home

Fern Lodge can provide:

- 52-week care for children aged 9-17 years, both female and male
- 24-hour support within the home
- A robust 24-hour management on call system available for out of hours support
- Regular reports on children's progress
- Introduction of Life Story Work
- Access to regular expert consultation, assessments and therapeutic intervention
- Arrangements for children to take holidays away from the home
- Family work that may facilitate a return to the family home, foster care or kin-ship care
- Expert clinical consultation and advice to the staff and management
- Expert therapeutic intervention and assessment

Home and Facilities:

Fern Lodge is able to provide care for four children and has an attached solo placement for children that might need a high level of intervention. It is a detached house thoughtfully decorated and furnished to a high standard with its own garden. The home has a kitchen and dining area, lounge and games room. There are a selection of games and games consoles. Plans are agreed for each child so that all children are able to make private phone calls without reference to staff. Fern Lodge has a large garden with a small patio/BBQ area, garden shed and

## Fern Lodge

comfortable seating for the children. Visitors are welcome at all reasonable times during the day or evening, but not when the children should be in education, and not after the home has settled in the evening (usually 9pm).

Specific rooms within Fern Lodge are kept locked on occasions; this is to ensure confidentiality and the safe keeping of medication and money. These areas include staff offices, the medication room and areas used for archiving. Other areas may be locked if they pose a safety risk, but will not be routinely locked.

Each child has their own bedroom and will be given a key for their room. After a period of settling the young people will be given the choice of colour and decor for their room (it may not be possible to change the flooring). The bedrooms will include a bed and mattress, bedside table, chest of draws, curtains and a wardrobe; the children will be encouraged to individualise their rooms. Children at Fern Lodge will not share a bedroom.

Fern Lodge is situated in the small town of Leiston, well placed and in convenient proximity to the town. Fern Lodge benefits from excellent access to schools, colleges and public transport. The home can easily be reached from the A14 and the A12, and is therefore accessible to other larger towns and cities such as Ipswich, Norwich, Cambridge and London. (1hour)

Within a short distance from the home there are many leisure facilities such as swimming pools, leisure centres, skate parks, cinema, horse riding, youth clubs, dance classes, sailing schools & drama groups that the children can join or use if they wish. There are also all of the usual shopping facilities associated with a town. The nearest large towns are Ipswich or Lowestoft.

The home has completed a comprehensive Location Assessment that will be reviewed annually and is available to anybody that requests a copy.

### Name and contact of Responsible Individual and Registered Manager

Responsible Individual	Registered Manager
Ani Kukadia	Tom Thurlow
Ani@libertylodge.com	tom.thurlowl@libertylodge.com

### The relevant qualifications and experience of persons working at the home

Within Fern Lodge, we provide a mixed gender staff group, who have a varied educational and skills background. Wherever necessary a mixed gender working team will be on duty to experience a nurturing environment where all their needs are met.

Fern Lodge is staffed according to the specific needs of the children in placement at any one time.

The home has two sleeping in staff or one night waking carer (dependant on individual need), and one sleeping RCW per shift in the main home and if being used, the same in the solo placement during the night that are accountable to the On-Call manager.

Fern Lodge

The staff team have either obtained their (NVQ/CYP Level 3 Health and social care children and young people) or will be enrolled onto it within 6 months of employment.

Fern Lodge is committed to safeguarding and promoting the welfare of children and children and for ensuring they are protected from harm. All successful candidates will be subject to a robust recruitment process, designed in conjunction with Safer Recruitment guidelines, and an enhanced DBS check.

**Responsible Individual** – Ani Kukadia

**Qualifications and Experience**

Level 3 Leadership & Management.

Portfolio of running several care homes.

**Directors Assistant** – Nish Kukadia

**Qualifications and Experience**

10 years corporate management experience

**Registered Manager**- Tom Thurlow

**Qualifications and Experience**

Level 5 diploma in Management

NVQ Level 3 Diploma for Residential Childcare

NVQ Level 4 – Children’s care learning and development/management

Designated Child Protection Officer

Fda therapeutic communication and organisations

2 years psychoanalysis

**Deputy Manager** – Claire McDonald

**Qualifications and Experience** – Completed Level 3 diploma. Undertaking level 5 Diploma. 5 Years’ experience working in Childrens homes. 18 months as deputy manager.

**Senior Residential Care worker** – Jo Wilson

**Qualifications and Experience** – Has been involved in the care of children for 5 years  
Completed level 3 Diploma CYP.

**Senior Residential Care Worker** – Sandra Green

**Qualifications and Experience**

NVQ level 3 CYP

15 years working in residential children’s homes

**Residential Care Worker**- Margaret Lingard

**Qualification and Experience**- Has been involved in care for 12 years

Level 2 diploma CYP

Working towards Level 3 diploma CYP

**Residential care worker** – Kayleigh Hilton-Brown

**Qualifications and Experience** – Has worked as a support worker for adults with learning disabilities

Experience of volunteering as an independent visitor for looked after children and young people.

Working towards level 3 diploma CYP.

**Senior Residential care worker** – Karl Dickerson

**Qualifications and Experience** – 4 years' experience working as activities manager delivering a youth service including delivering holidays and short breaks programmes. Working towards level 3 diploma CYP.

**Senior Residential care Worker** – Alex Clucas

**Qualifications and Experience** - Completed CYP level 3. 4 years in residential care experience.

**Residential care worker** - Hannah Needle

**Qualifications and Experience** – BSC Criminology and Psychology

Behavioural family therapy training

Level 3 diploma substance misuse and drug awareness

Working towards level 3 diploma CYP.

Over 15 years' experience working with young people in a range of different settings, as well as extensive experience of working with families

**Residential Care Worker** – Danny Oxbrow

**Qualifications and Experience** – 18 months experience working in Childrens home. Working towards Level 3 diploma CYP.

**Residential Care Worker** – Ana De Jesus

**Qualifications and Experience** – 2 years' experience working in children's home. Working towards level 3 diploma CYP.

**There are also a team of bank staff to support.**

**Consultant Psychologist** – Dr Natus Oelofsen. DClinPsy, MA, C.Psychol

The Psychology Consultancy UK Limited, Registered in England No: 05026521

Dr Oelofsen is a consultant clinical psychologist with more than 20 years' experience of providing assessment and treatment to young people and adults with mental health difficulties, learning disabilities and neurodevelopmental disorders. He has extensive experience of working with staff teams, including residential children's services and a range of family support services, providing clinical supervision, training, and team development interventions.

The arrangements for supervision, training and development of employees

All fulltime staff receive a regular and formal recorded supervision by the manager or a senior member of staff. This, combined with regular Team Meetings affords staff plenty of opportunities for reflective practice and to share information.

Bank staff receive supervision based on the number of hours worked and responsibilities held. Regular used agency staff also receive supervision in line with timeframes below.

Any staff member can request supervision at any time.

Formal 1-1 supervision takes place at least every 6 weeks – 8 weeks

Clinical group supervision takes place monthly with Dr Oelofsen.

A central record of supervision is held with all supervisions recorded.

Group clinical supervision takes place monthly with Dr Oelofsen. A central record of supervision is held with all supervisions recorded. The staff team will meet every four weeks to hold a Clinical Supervision Meeting, our Clinical – Consultant, Dr Natus Oelofsen will also attend. This meeting is our internal care planning meeting where the placement objectives for children are assessed together with strategies, interventions, behaviours, boundaries, risks and goals. Arrangements can be made for any updates to be fed back to Social Workers if requested. This meeting will also facilitate the opportunity for staff to reflect on their practice and express any personal concerns they have within a team setting. This allows an air of openness and transparency within the team, which promotes the maturity and development of the staff group and reflects the open and honest culture of the home that the young people are encouraged to engage with.

#### **Training and development:**

At Fern Lodge there is a commitment to providing all staff with training and ensuring the development of the necessary skills and knowledge to create a safe and nurturing environment for all of the children in their care.

Clinical training will be facilitated through group discussion and will encourage reflective practice with best practice being shared amongst the staff group.

#### **Initial Induction Training**

All staff receive an induction period before working directly with children and newly appointed staff will be given a period of familiarisation and shadow an experienced member of the team which will also introduce him or her in a gradual manner to the children.

Initial safeguarding awareness is provided prior to working directly with the children and guidance on suitable methods of discipline, control and restraint.

There is an induction workbook for each new staff member to complete in their first week.

There will then be a training programme specific to the individual role.

#### **Vocational Development**

Within their probationary period of six months new employees will undertake training to meet the standard of qualification required to care for children within a children's home. These will be as follows: Safeguarding, Mandatory Fire Safety, Food and Hygiene, Emergency First Aid at work, Medication, Health and Safety and Physical Intervention Training.

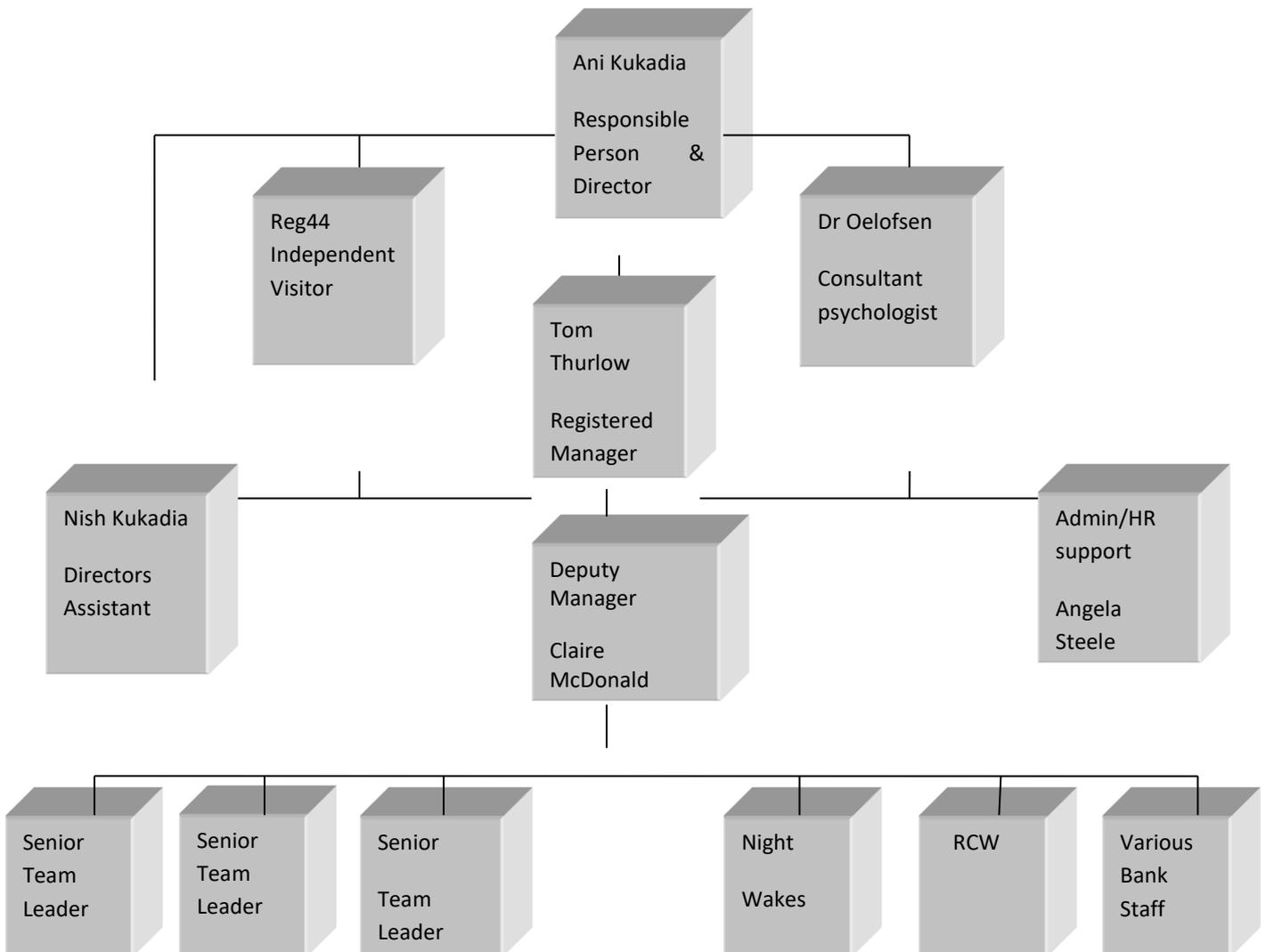
The natural progression from this initial training will be for all staff to achieve Diploma Level 3 Children and young people, or to be working towards this within six months of confirmation of employment.

**Ongoing Professional and Personal Development.**

As part of the supervision and appraisal process all staff are required to complete an annual Individual Development Plan with their line manager.

A database of all staff showing training undertaken and highlighting training requirements is maintained by the homes manager and to enable him/her to monitor staff training.

The organisational structure of the home



The following particulars: -

The age range, sex and numbers of children for whom it is intended that accommodation should be provided;

Whether it is intended to accommodate children who are disabled, have special needs or any other special characteristics; and

The range of needs (other than those mentioned in sub-paragraph (b)) that the home is intended to meet.

Fern Lodge may provide care and accommodation for 4 children of either sex from 9 to 17 years. Young people can stay up until their 18<sup>th</sup> Birthday. In rare circumstances, agreement can be made for them to stay beyond this in order to plan for the best care post 18. This is individually risk assessed and must not pose a risk to current group.

Children placed at Fern Lodge will usually have some form of Social, Emotional and Behavioural difficulties, and may have suffered from severe trauma. The home can also accommodate children with additional needs when these have been properly assessed, such as ASC, ADHD disorders, Asperger's syndrome, Tourette's, self-harming behaviours, substance misuse, attachment disorders, CSE issues and mental health.

We are unable to work with children with significant physical and or learning disabilities whose primary need is EBD.

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

All admissions to Fern Lodge will take into consideration the age, gender mix, needs and abilities of the existing occupants during the referral and admissions process. Within our scale of placement options, we aim to reduce any risks of uncertainty or placement drift from taking place.

There will be an impact/matching and an initial risk assessment completed for new young people that takes into account current mix of young people and environmental and community factors in line with Location assessment.

#### Definitions of Placement

**"Emergency Placement"**- This is an unplanned, same day placement, for any period up to 10 working days. After 10 working days, and if further plans still need to be made for a child, we may offer a short term placement in agreement with the referring authority and only after a review has taken place. (The care plan will describe short term objectives only)

**"Short Term Placement"**- a placement that is planned but is for a period of up to 6 months. A short-term placement may be required in situations where on-going work is required for a child or young person to prepare them to return home, or to prepare them for a longer-term placement. This will be reflected in their care plan and only after the referring authority agrees to this.

**“Long Term placement “** - a placement will convert into a long-term placement after 6 months. This is an option for some children and children where it has been assessed that permanency at Fern Lodge would be the most suitable option.

Admission to Fern Lodge is by way of initial referral to the Registered Manager. Referrals will then be passed on to and discussed with the Responsible Person. A matching assessment is undertaken to ensure placement is suitable.

At Fern Lodge all possible care is taken to ensure that all the children accommodated meet all of the criteria of admission. In respect of all new admissions all efforts will be taken to ensure the child is matched with the current occupants living at Fern Lodge and the Location Assessment.

Before any placement can be offered the home will require assurance that the placing authority will financially and professionally support the placement.

Fern Lodge will follow a model of admission in line with schedules set out in The Care Planning, Placement and Case Review (England) regulations 2010. We will consider the following;

The views of the child concerned, along with any person holding parental responsibility and other significant adults.

We will require a full summary and history of the child including any specialist reports.

We will offer the referring authority and the child a pre-placement visit where possible which will normally be facilitated by the manager and the deputy.

Once a child has been offered a place, we will encourage the child to visit the home prior to admission.

Once a placement has been agreed with the referring authority an initial admission plan will be required, timescales, and the time limits of the placement will need to be made explicit. The placement planning meeting will need to be held within 72 hours

A LAC review should be held 20 days from the date of admission and then three months and six months thereafter. Further reviews will take place at least every six months. Reviews may be more frequent if the placing authority and or the home’s manager consider that this is in the best interests of a child.

On admission each child will be given an individualised welcome pack, to include a young person’s handbook, activity planner, and useful telephone numbers. All children’s rooms have welcome pack toiletries, towels, picture frame.

#### The arrangements made for safeguarding children accommodated in the home

Fern Lodge’s Child Protection Policy meets the requirements of the Suffolk Safeguarding Children Board. The policy gives staff information on signs and symptoms of abuse, how to deal with a child protection issue and all relevant contact numbers, there is also an ‘at a glance’ flowchart to aid staff. The Designated Child Protection Officer for Fern Lodge is Tom Thurlow.

The manager ensures that all serious incidents involving the protection of children resident in the home are notified to partners in care by way of a Notification under regulation 40. Copies of these incidents and subsequent minutes of either Child Protection or Risk Strategy Meetings are held on file in the home.

The Manager also ensures Quality Assurance checks are carried out in line with Children's Home Regulation 45 (quality of care review report)

Monthly Regulation 44 independent visits are conducted by an Independent Visitor and allow external independent monitoring of the quality of care, systems and views and opinions of those working with the home. A monthly report is then sent to Ofsted and other professionals that may request a copy.

On admission to Fern Lodge, all children will be registered with a local GP, dentist and optician. Arrangements will be made for necessary on-going appointments. Staff at Fern Lodge will record all details of such visits on individual placement plans, including treatment and medication details.

Consent for the administration of medications and emergency treatment will be obtained from those who hold parental responsibility. Thereafter any treatments are governed by the homes policies and procedures.

All staff at Fern Lodge will encourage children to take an interest in their own health and well-being offering guidance, support and advise where appropriate. Issues around smoking, substance abuse and sexual health will be raised and discussed as appropriate to the needs of the young person. The home will access external support from local services when it is felt this would be beneficial to the child. Children will be encouraged to discuss these issues during key working sessions.

Fern Lodge has a secure medical cabinet where medications can be safely stored and dispensed; all staff will be trained in safe medication administration. All medication prescribed is recorded in the Fern Lodge medication recording system for each child.

Access to direct specialist therapeutic and counselling services will be formulated within each child's care plan.

Fern Lodge will seek to promote healthy lifestyles which include wholesome meals and regular exercise and personal hygiene. It also caters for special diets for children with specific health needs.

Smoking is discouraged by the staff at Fern Lodge. Young people will be offered smoking advice and encouraged to stop. Arrangements regarding smoking and how this will be managed will be discussed and agreed with SW if the young person continues to smoke against staff advice

The arrangements for the promotion of the education of the children accommodated, including the facilities for private study

Fern Lodge considers that learning is an integral part of the homes care and education. Achievements are recognised by praise, positive reinforcement and the careful use of incentives. We believe that learning should be a self-rewarding activity and that it is the role of all staff to encourage and nurture this. Staff will attend all presentations and school events to celebrate the child's achievements with them.

Fern Lodge has access to West Lodge School if required; this caters for young people living at the home and for external pupils. It provides a holistic and nurturing learning environment that delivers bespoke packages of therapeutic education, catered to the needs of each individual.

West Lodge School will always undertake their own assessment criteria when considering a placement.

Fern Lodge works closely with Dr Oelofsen in creating therapeutic educational packages. A home and school protocol will be in place that will dictate how the school and home work together in the best interests of the child.

All attempts will be made to enable the young people to re-engage with mainstream education and where needed the home will accompany and support children who find the first steps to re - entering mainstream education difficult. Fern Lodge has good links with our local mainstream schools and alternative provisions.

Staff will always liaise closely with schools and support them in dealing with any issues; they will attend all PEP Reviews, Reviews of Statement of Educational Needs, facilitate meetings with the school to discuss progress or concerns, and where necessary the child's praise and reward scheme will include attendance and behaviour in school. Our staff attend presentations, parents' evenings (where appropriate), open days or sporting events to support the child in a parental capacity.

Special Educational Needs – where a child has special educational needs the home will attend all Review of Statements and Personal Educational Plan Meetings to help identify and implement an appropriate education package. Staff will also attend all parents' evenings and similar education support meetings.

Should a child need to be home tutored or be excluded from their main place of education Fern Lodge will continue to encourage learning and will provide:

- Quiet study area
- Access to a PC and Printer
- Access to a library (external)
- Educational outings and activities.
- Personal learning support
- Independence and Life Skills:

Fern Lodge will encourage all children to enter into a programme which encourages and promotes being self-sufficient and learning new skills once this has been agreed with their placing authority, these will vary in their planning and delivery according to the child's needs. Programmes will be broken down into small achievable sections and children may be set short- and long-term goals which are challenging but achievable. Staff support will be built into the programmes to ensure the child feels supported and remains positive.

For children moving towards independence the home will implement a life skills/transitions programme as part of their transition (Preparation for Adulthood Plan). This will include basic skills which they will need once they have moved into semi - independent living. Staff will help with a range of skills which may include budgeting, completing application forms, cooking, CV's, preparation for employment, building on personal resilience. If a child is likely to move back to their family or into foster care the home will look at the difficulties the child may encounter and work towards coping strategies for both the child and the family/carers

Fern Lodge may also fund additional courses for the children as part of their independence programme. These include driving lessons, driving test.

Any issues regarding difficulty accessing education should be agreed at the referral stage and plans agreed to ensure that the young person still receives the statutory 25 hours of education that they are entitled to.

The arrangements to promote children's participation in recreational, sporting and cultural activities

Fern Lodge recognises the importance of leisure and recreation in respect of a child's development. These positive experiences enable children to develop core life skills, improve their self-esteem and improve social interaction.

All children at Fern Lodge are entitled to:

- frequent opportunities to experience a range of planned activities that will develop and extend their social skills in physical and competitive situations,
- opportunities to experience success and personal achievement in sport according to their interests and abilities,
- have their sporting successes and achievements valued and celebrated
- have their hobbies and interests taken into account and promoted
- safe access to computers and the internet
- opportunities to develop friendships outside the home

Fern Lodge can offer a range of varied activities for children to experience. We recognise that choice matters and that children need opportunities for fun and recreation Individual Activity Planners are constructed with each young person, and encouragement is made to try new things alongside activities the children are already interested in. There are also many local community clubs such as Girl Guides or Scouts which the children will have access to along with a local youth club and drop-in centre.

The arrangements made for consultation with the children accommodated in respect of the operation of the home

Every child at Fern Lodge receives a Children & Young Persons Handbook, either as part of the referral process or on admission that covers issues such as the complaints procedures, their rights and responsibilities at Fern Lodge, information about their room, safekeeping of their own money, anti-bullying, managing their behaviour and important contact telephone numbers. The guide will be presented in a style and format appropriate for each child.

All children are positively encouraged to express their views about all aspects of the service they receive. Children will have regular opportunities to express their views through house meetings, key working sessions and placement plan reviews. House meetings take place daily. Where there are issues the child has access to a complaint's procedure (see Sect 21).

Children will be consulted on changes to their placement plans and will receive child focused feedback forms each month to allow for further feedback. Staff are aware that consultation may be at the convenience of the child, not always the staff. Staff are approachable and genuinely interested in the children's views and they will be available physically, psychologically and emotionally which will encourage children to voice their thoughts and ideas about the running of the Fern Lodge.

The children will also be actively encouraged to speak to visitors to the home regarding the quality of their care; this may include independent Regulation 44 Visitors, OFSTED etc.

Children at Fern Lodge will be given information on how to access an advocate and will be encouraged to do so to discuss specific issues regarding all aspects of their lives. This will allow the child to have their voice heard by a person external from the home.

All Children have direct access to the manager, Child Line, and Ofsted as well as their Social Worker.

There are daily house meetings. These are an integral part of the home and provide consistency and routine for the young people. They create a safe space daily, in which any issues can be discussed, achievements celebrated and views and opinions taken into account.

The arrangements made for promoting appropriate behaviour, and for the control, restraint and discipline of children

Fern Lodge accepts that all children in society will, from time-to-time, display behaviours which are outside the norms of social acceptability. Furthermore, we accept that many children will have past or current experience's which adversely affect their understanding of the accepted behaviours. Fern Lodge operates a Positive Behaviour Management Policy that is in line with regulations and focuses on:

- The welfare and safety of the child being paramount, discipline in the home is exemplified by good personal relationships and mutual respect between staff and children,
- Behaviour Management Programmes include the use of praise and rewards which are determined individually.
- A positive environment whereby personal care, self-esteem and self- confidence can be nurtured,
- The child's individual ability to function socially and manage self-control leading to maximum independence.

Staff will always look to use sanctions to highlight behavioural issues with a view to the child using reparation or restorative approaches rather than punitive ones. This allows children to accept some accountability for their actions and develop a sense of responsibility. Sanctions will be relevant and where appropriate the child will be consulted regarding possible consequences. A praise and rewards scheme will be used to encourage positive behaviour, rewards given are decided on individual basis and consultation with the young person in order to provide continued encouragement.

All staff at Fern Lodge are trained in safe physical intervention techniques and our policy on Restrictive Physical Intervention supports this. Staff are trained annually in physical intervention and updated annually. The homes approach towards physical intervention is based on underpinning values and philosophy of:

**Care** – demonstrating respect, dignity, and empathy; providing support in a non-judgemental and person-centred way.

**Welfare** – providing emotional and physical support; acting in the person's best interest in order to promote independence, choice and well-being.

**Safety** – protecting rights, safeguarding vulnerable people, reducing or managing risk to minimise injury or harm.

**Security** – maintaining safe, harmonious, and therapeutic relationships which rely on collaboration.

Fern Lodge ensures that all sanctions and physical interventions are recorded and kept centrally in bound and numbered volumes. All reports are overseen by management and children are always consulted in accordance with regulations. Staff will only use restraint when an individual poses a significant risk to self, others or causes damage to property which may result in significant risk of harm to self or others.

The arrangements made for child protection and to counter bullying

The Safeguarding Policy and Procedures meets the requirements of Suffolk Safeguarding Children Board and all regulatory requirements. The Designated Child Protection Officer for Fern Lodge is Tom Thurlow.

All serious incidents involving the protection of children resident in the home are notified to partners in care by way of a regulation 40 Notification. Copies of these incidents and subsequent minutes of either Child Protection or Risk Strategy Meetings are held on file in the home.

Senior Staff have received external certificated training to help them further understand our children's safeguarding needs and in particular relevant attachment issues.

The Manager ensures Quality Assurance checks are carried out in line with Children's Home Regulations alongside monthly regulation 44 visits conducted by a professional independent from the home.

Fern Lodge operates a zero-tolerance attitude towards bullying. The home has an anti-bullying policy and a generic risk assessment to assess the likelihood of bullying occurring. Guidance for children in dealing with bullying is always available in communal areas and staff will periodically raise the issue openly in-house meetings as well as in key worker sessions if it is thought bullying is at risk of occurring. Safeguard training includes bullying awareness.

All occurrences of bullying are recorded in a bound Bullying Log for both children and staff. These logs are monitored by the manager; any incidents of bullying will be thoroughly investigated by management.

Types of bullying can be:

Cyber bullying, Homophobic bullying, Racial bullying, Physical bullying, Verbal/Psychological bullying, Sexual bullying and Appearance bullying, Self - Harm

Staff at Fern Lodge recognises that children in care are often at higher risk than other children. In the event of self-harm, the child's Risk Assessment will include strategies for the staff and child to follow to help cope with the behaviour. Coping strategies will be created by the home and in consultation with Social Workers, families and the local Connect Service for Looked-after & Adopted Children. Staff receive training in dealing with self – harm including recognising the signs.

The procedure for dealing with any incident where a child goes missing from the home

Fern Lodge has a clear procedure for staff to follow when children go missing. The homes policy is set out in accordance with the local authorities' policy for missing children and is agreed with the police. The policy gives details of causes for children going missing, guidance for staff dealing with issues as well as planning for the return of the child. The procedure states that all reasonable steps must be taken to find the missing child. The degree of risk to the child will decide the point at which the police are involved, each child and young person has an individualised protocol for 'missing from care,' these are agreed with the Social Workers and parents as appropriate. Police involvement must be in accordance with the agreed protocol. All relevant parties will be informed.

The missing person protocol for each young person is created at point of admission and provides clear individualised strategies on the action required should they go missing.

The home will always welcome children back who have been missing from care and will assess the triggers behind each event and update the child's risk assessment where necessary. Welfare interviews are carried out by the police; these are then followed up by management who will look at prevention of further occurrences.

Any regular or repeat episodes of missing will result in the manager requesting a review of the care plan and a strategy meeting for that young person.

A description of any electronic or mechanical means of surveillance which may be used in the home

The bedrooms at Fern Lodge can be alarmed at night; these can be set by staff once the children are in their rooms and are activated when any bedroom door is opened. Once the alarm is activated staff will respond to investigate why the door has been opened. Children are issued with their own individual bedrooms with keys and will sign a receipt to say they have received their own key. The door alarms will only be set in agreement with the placing authority when required for safeguarding concerns that require additional measures.

The home has external security cameras mounted to cover the entire perimeter of the home. This is to deter negative behaviour from occurring outside the home as well as giving staff a constant view of the home and enhances safeguarding. Staff are able to monitor everyone arriving and leaving the home and assists in providing vital information when children have left the home without permission and without the knowledge of staff. Camera footage is never shared with others apart from the police when requested in the execution of their duties and investigating crimes and in line with GDPR regulations.

We maintain that children's bedrooms are their own personal and private space. Unless there are risks associated with personal care and hygiene, self-harm or other defined risks to a young person staff will only enter a child's bedroom with that child's permission and agreement.

The fire precautions and associated emergency procedures in the home

Fire Officers inspect the property regularly. Fern Lodge takes fire safety seriously and includes regular fire alarm checks, emergency fire drills and ensures that appropriate notices are displayed in every location.

There is an annual fire risk assessment that is undertaken by an external fire safety company.

All children and staff are made aware of the fire evacuation procedure and assembly point should a fire occur. All alarm tests and evacuation events are recorded on file.

All new staff and young people undertake a fire drill.

All new staff undertake a fire induction training and will complete fire safety training.

The Manager is responsible for all property-based risk assessments and the application of prescribed safety measures.

All issues concerning health and safety are highlighted and discussed regularly within children's meetings and staff meetings.

Smoking is not permitted within Fern Lodge itself, however there is a designated smoking area outside for the young people, where they can be monitored in the safest way.

#### The arrangements for the children's religious instruction and observance, cultural and linguistic needs

Fern Lodge is sensitive to the cultural diversity of the residents and the ethos of the home reflects broad humanist values. Where children have cultural or religious needs these will be respected and encouraged, work will be done with the child to arrange for participation. This may be done in confidence in key worker sessions or house meetings. Children are encouraged, enabled and supported to follow their religious beliefs.

Parents have the right to object, in writing, to their child being included in any aspect of Religious Education or act of worship.

The home will offer the children the opportunity to experience and participate in a variety of cultural events and festivals in the local area and further afield.

Where a child has profound linguistic needs and English is not their first language Fern Lodge will liaise closely with the placing authority and the child's family to ensure communications are adequate to meet the needs of the child.

The home is able to cater for children who have special dietary requirements associated with their beliefs. Special arrangements for the preparation of Halal or Kosher meals will be agreed when a child is placed at the home.

Culture and diversity are promoted through theme night cooking and celebrations throughout the year.

#### The arrangements for dealing with complaints

The home has a comprehensive policy for complaints which covers all eventualities i.e. children's complaints, staff or external complaints. The procedure for children's complaints is also available in an easy to read children's version.

Children have the right to make formal complaints, on behalf of themselves or others, to the manager of the home, to their social worker (or placing authority) or to OFSTED. All staff have a duty to assist and support children in making complaints. The complaints forms are available on the children notice board; these include the contact number for OFSTED.

Complaints by parents and carers, placing authorities or members of the public may be made to the home's manager. Complaints relating to the home's manager may be made to the home's Directors or the statutory authorities.

#### The arrangements for contact between a child and their parents, relatives or friends

Our aim is to work in partnership with parents and those with parental responsibility through open and honest communication between the child's key staff and family and a warm and welcoming atmosphere when families visit the home.

Contact arrangements with children and children placed at Fern Lodge will always be defined within their care and placement plans. We will always support authorised contact with families either at Fern Lodge, the family home or as agreed. Any variation in contact arrangements will be made in full consultation with the local authority. Under no circumstances will contact be cancelled as a result of a child's behaviour unless behaviour presents a risk to the child or others. Written notifications are sent to those holding parental responsibility of any significant events and incidents if requested.

Termly reports from the child's education provider and monthly reports from the home on the child's progress will be sent to families. Feedback forms will also be sent out to allow the family to express any concerns or to improve or endorse the care provided.

We are committed to the child's right to experience family life and to work alongside birth, foster and adoptive families, particularly if the placement is short term and the plan is for the child to return home.

Contact visits can be supervised by staff with whom the child feels confident and relaxed.

All children have access to a landline and can make private calls to their social worker, family and carers as defined in their admission and care plans.

The use of mobile phones will be agreed with the child and their Social Worker on admission to the home, where this is approved top up credit to make calls to family and friends will be provided.

Any contact via social networking must be agreed with those with parental responsibility and is not available through the homes network system.

#### The arrangements for dealing with reviews of placement plans

The progress and achievement of each child at Fern Lodge is reviewed regularly. The involvement of parents and carers in the assessment of their child's special educational need and in any review of an assessment is important. As part of our review process, we not only encourage parents to complete our 'Feedback Form', but also to attend and participate in the review process.

On admission, a placement planning meeting is arranged ideally within 72 hours of the child being placed. This is an information sharing and gathering process which helps provide a more detailed picture of the child and plan the day to day arrangements for the young person. A placement plan is then devised by Fern Lodge and sent to Social Worker.

A LAC review meeting should be convened 20 days and then three months after that, at which we would intend to carry out a Review of the plans. Thereafter, review meetings would be six monthly.

Fern Lodge Placement Plans are updated following each LAC review and will run alongside the LAC care/ placement/pathway plan.

The monthly reports will monitor the progress of the placement plan regularly and identify improvement and areas requiring improvement.

Young people will receive a child friendly version of their placement plans each time they are completed and updated.

Details of any specific therapeutic techniques used in the home, and arrangements for their supervision

A range of therapeutic resources will be provided, designed to meet the individual needs of the children placed at Fern Lodge. Staff will adapt to the needs of the child and ensure that their safety, security, care and development are of paramount importance at all times.

Fern Lodge works closely with statutory and independent sector providers of mental health services. Working together we strive to maximise the emotional health and well-being of the young people in our care.

Dr Oelofsen is a consultant clinical psychologist with more than 20 years' experience of providing assessment and treatment to young people and adults with mental health difficulties, learning disabilities and neurodevelopmental disorders. He has extensive experience of working with staff teams, including residential children's services and a range of family support services, providing clinical supervision, training, and team development interventions. Dr Oelofsen provides monthly consultation to Fern Lodge staff, supporting them in their understanding and management of the emotional health needs the young people in their care. He incorporates a range of models in his consulting practice, including attachment (Dynamic Maturational Model), systemic and psychodynamic (object relations) perspectives, cognitive behavioural approaches and mindfulness. Consultation also provides opportunity for staff to reflect on the personal impact of the young people and how this influences them within their work in relation to the secure base model of the home. Dr Oelofsen is also available for on call advice to the manager. The consultation will directly inform the Secure Base Model and support the plan for secure base progress of young people living at Fern lodge. The Secure Base Progress record will incorporate points of consultation and agreed strategies. Placement Plans and Risk assessments will also be updated with relevant information when appropriate.

The effectiveness for the input will be monitored and evaluated through the monitoring procedures in place and monthly reports and placement plans.

We are able to provide direct therapeutic interventions for young people when assessed as required.

A description of the home's policy in relation to anti-discriminatory practice as respects children and children's rights

Fern Lodge's policy on discrimination, based on colour, culture, age, origin, gender, sexual preference or disability is totally unacceptable and the home operates a zero-tolerance approach towards this issue. Fern Lodge is committed to emphasising the common elements and values of our multi-cultural society.

We ensure that every resident has equal access to opportunities and recognise each resident as an individual whose difference and diversity is valued. Our human rights-based approach supports the same principles for all residents in the home.

Staff access training in equal opportunities and are aware of their responsibilities towards both the children and their families. The home has an equal opportunity log which is used to record any issues that arise and how they have been resolved. Equal opportunities always form part of the agenda for staff meetings and will also be discussed in house meetings.

We ensure that the work we carry out with the children's families and friends is also anti-discriminatory and consideration will always be given to the needs of families and friends. This may include the type of communication that is used (including language differences), physical and mental disabilities, learning disability and financial restrictions.

The home acts in accordance with the Young People's Guide to The United Nations Convention on the Rights of the Child (UNCRC). All children will receive a copy of this on their arrival, where necessary the home will ensure that staff read and explain the document, and in particular the relevant parts for that child. All staff are briefed on the document and are aware of children's rights. Contact numbers that children may want or need are displayed on the communal notice board and are also included in the children's handbook, these include Childline, Ofsted and their Social Worker

How we will evidence Outcomes

- Individual placement plan objectives and outcomes
- Smart targets
- Life skills programmes objectives and outcomes
- Individual Risk Assessments.
- Regular one to one Key work sessions.
- Monthly Reports, LAC Reviews, End of Placement review.

#### Governance and Quality Assurance

Fern Lodge is inspected by OFSTED. OFSTED is a government organisation that inspects children's homes to ensure they are run in line with regulations and legislation and follow individual care and placement plans.

OFSTED'S phone number is: 0300 123 1231

In addition, Fern Lodge is inspected on a monthly basis by a Regulation 44 Independent Visitor who records the findings of the home set against the standards set out in Children's Home's Regulations. Their report is forwarded to OFSTED and placing authorities and may be made available to parents, Social Workers and other stakeholders on request.

The Registered manager completes regular monitoring of the quality of care in line with regulation 45 and provides a report for OFSTED and placing authorities every 6 months. This report may be made available to parents, Social Workers and other stakeholders on request.

Regular staff meetings and house meetings ensure that there is an integrated approach to quality assurance so that matters affecting the running of the home are openly addressed and involve everyone including the participation of children and children placed at the home.

Reviewed and Updated August 2021

