

BROAD PARK HOUSE

STATEMENT OF PURPOSE 2024



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The Statement of Purpose describes the benefits enjoyed by the children and young people at Broad Park House; it outlines the care we provide and how we are organised to provide the care. It includes an overview of the facilities, services and practices that we adopt to make sure that we are continuously delivering effective services for the benefits of the young people.

Principles

- 1 Children and young people and their parents / carers should all be considered as individuals with particular needs and potentialities.**
- 2 In the provision of care children are seen as children/young people first and disabled second.**
- 3 Children are entitled to protection from neglect, abuse and exploitation.**
- 4 A child's age, gender, health, personality, disability and life experiences are all relevant to any consideration of needs and vulnerability and have to be taken into account when planning or providing a service.**
- 5 There are unique advantages for children and young people in experiencing normal family life in their own birth family and every effort should be made to preserve the child's home and family life.**
- 6 Parents, carers and siblings are individuals with needs of their own.**
- 7 The development of a good working partnership with parents, other professionals and carers is usually the most effective way of providing substitute care for their children**
- 8 Parents/ carers other professionals/agencies and young people should be helped to consider alternatives and contribute to the making of an informed choice about the most appropriate form of care.**
- 9 Parents / carers should be expected to remain closely involved with their child's welfare while away from home. Home links to be preserved in the appropriate manner.**
- 10 Every young person needs to develop a sense of personal identity and all those with parental or caring responsibilities have a duty to offer encouragement and support.**
- 11 All children need to develop self-confidence and a sense of self-worth, therefore alongside the development of identity and equally important is self esteem.**
- 12 Since discrimination of all kinds is an everyday reality in many of the children's lives, every effort must be made to ensure that services and practices do not reflect or reinforce this.**
- 13 Children and young people should not be stigmatised by actions taken on their behalf.**
- 14 Young people's wishes must be noted and taken seriously. Ways must be found to communicate with all children and young people including those who are non-verbal.**

Aims and objectives

- 1 To work in partnership with parents, carers and other professionals enabling the children and young people to remain within their families and prevent long term accommodation.**
- 2 To work in partnership with children / young people and their parents/ carers to create a way of living that provides for feelings of security, responsibility, self-worth and cultural identity.**
- 3 To recognise all children and young people as individuals with differing abilities, needs, expectations and aspirations.**
- 4 To ensure the young people continue their education whilst on their residential short break.**
- 5 To enable and encourage the young people to receive the highest standards of health care. Including partnership and input from other health professionals.**
- 6 To encourage the young people to recognise their rights and to value the rights of others.**
- 7 To enable the young people to experience community facilities and to build meaningful relationships.**
- 8 To work in partnership with parents and other professionals to develop strategies to deal with inappropriate behaviour.**
- 9 To provide a safe environment that encourages the individual young person's development and protects them from harm.**
- 10 To prepare and support the young people and their families for transition to adulthood.**

The Quality and Purpose of Care

Broad Park House is Ofsted registered. Coventry City Council of Council House, Earl Street, Coventry, CV1 5RR is registered to provide a children's home on the following premises:

Broad Park House
2, Logan Road,
Henley Green,
Coventry

The Ofsted registered number is SC033056

Responsible Individual

Angela Whitrick
Strategic Lead for Looked after Children
3rd Floor Broadgate House,
Coventry City Council,
CV1 1NH.

Registered Manager

Sue Hollywood
Broad Park House,
2 Logan Road, Henley Green,
Coventry,
CV2 1AG

At Broad Park House we provide residential short breaks for boys and girls aged 5-18yrs. Care and accommodation is for children with learning disabilities (LD) and additional needs. Placement of any child or young person is made under short break arrangements and not as a permanent placement.

Criteria for accessing the service

- Coventry children, male and female with severe learning disabilities and additional needs who have high dependency on their carers
- Children, male and female with Severe Learning Disabilities who have medium dependency needs where the carers needs are high or where the carer is temporarily absent
- Children, male and female with moderate learning disabilities who attend a special school or attend mainstream with an Education Health Care Plan (EHCP)
- Children, male and female referred to Broad Park must be over 5 years and under 18 years of age

Meeting the 'indicators of need' criteria for Child/Young person

(One or more of the following will apply)

High Dependency	Medium Dependency	Low Dependency
<ul style="list-style-type: none"> a) Intensive personal care needs e.g. Help always or frequently needed with personal care b) Support required during the night. c) Severely restricted mobility d) Need for close supervision e) Significant behaviour or management problems. f) Terminal illness g) Suspicion or risk of abuse to and from others h) Poor communication and understanding i) Mental health needs j) Physical health unstable and liable to rapid change or deterioration. 	<ul style="list-style-type: none"> a) Some supervision required b) Reasonable communication needs c) Minor personal care needs which could be met by planned input at home. 	<ul style="list-style-type: none"> a) No personal care needs b) Effective communication and understanding c) Requires little or no supervision

Parents and Carers

Stress Factors

- a) Physical strain to carer e.g. manual handling.
- b) Carers own health problems
- c) Disruption to sleep
- d) Risk of abuse to or from child or young person.
- e) Behaviour or management problems of child or young person (including when the carer is frequently called away from other commitments to deal with the needs / demands of the young person)
- f) Poor relationship with the child / young person.
- g) Other commitments: work, family or other caring roles.
- h) Isolation with no support or break from caring.
- i) Other stresses in life e.g. financial constraints, difficulties with other relationships etc.

High Needs	Medium needs	Low needs
Any of the above or similar stress factors resulting in an immediate or direct foreseeable threat to the carers ability to continue caring. Or more than stress factor (or Similar) present and perceived by the carer as significant stress.	One or more of these stress factors may be present, but not considered by the carer to be a major stress factor – carer feels generally able to cope at present	Stress factor not present and carer does not perceive himself or herself as under any particular stress.

Accommodation facilities and services

Broad Park House is a four bed residential home situated in Henley Green, Coventry, offering a short break residential stay. All of the children and young people experience a range of significant learning disabilities which may incorporate physical and / or communication difficulties.

The home has the capacity to support a maximum of 34 families. There may be no more than 4 overnight placements at any one time. An additional 1 day care may also be taking place during the young people's stay as new introductions take place.

We maintain high levels of staff involvement throughout the 24 hours using permanently employed waking night staff and a sustainable relief staff team to ensure continuous safeguarding. The Deputy Managers work with the Registered Manager to ensure that the highest of standards are maintained.

The building has external CCTV monitoring cameras located at the front, rear and overlooking the outdoor play areas.

Location

Broad Park House is situated in Henley Green.

A six-monthly 'Safe Location' risk assessment has been compiled with information from a multi-agency perspective.

Broad Park House is a single storey building, with a main lounge, dining room, kitchen, 2 bathrooms and quiet room. There is also a laundry room, administration office and a staff sleep-in room. There is an outside play area. The lounge, dining room and playrooms are used to ensure the young people have space and are not in a group of four all the time. Staff try to ensure that all four young people are involved in activities of their choice.

Broad Park House is also the emergency drop off point for all children with a learning disability that attend a special school and that are supported through the local authority, when there is no one at home to receive the young person. If there is no contact from the family by 5pm the Emergency Duty Team (EDT) will be informed to find a placement unless the parent has returned home. In reality it is rarely more than an hour and perhaps 2/3 times a year.

Emergency admission for children or young people that are currently registered to receive 'short breaks' may occur if this has been a request from EDT should no alternative placement be sought depending on Homes occupancy.

Placements are presented and referred through the Short Breaks Panel which takes place at the end of each month. The Referrer should have an up to date Children and Families Assessment when presenting a child at panel.

Any requests for short breaks for children/ young people who do not meet the admission criteria are referred to the Children's Disability Team (CDT) for referral to other agencies.

Underlying Ethos

- Broad Park House is a home that provides holistic experiences that relates to the social model of disability
- An environment where young peoples' dignity and individuality are maintained within a caring atmosphere. We aim to be sensitive to the changing needs of all our young people which may be, social, emotional, health, educational, spiritual and psychological.
- Broad Park House staff are committed to providing a quality short break service in accordance with the principals of equality of opportunity.
- In the provision of care they are seen as children and young people first and disabled second. The home therefore aims to provide a service, which is sensitive to the cultural, religious and dietary needs of all the young people.
- To work in partnership with young people, their families, other professionals and agencies to provide a quality service which enables the young people to remain within their families and prevent long term accommodation.
- To provide a safe environment which encourages the individual young person's development, protects from harm, promotes education, full community experiences, builds meaningful relationships and prepares for transition to adulthood by working on their independence.

Equality Statement

We are committed to ensuring that everyone is free from bullying and harassment and is treated fairly.

When people are treated unfairly it is called discrimination.

We believe that everyone should ...

- Be treated with courtesy, dignity and respect
- Be listened to and supported
- Be safe from harm or abuse
- Be cared for
- Have their needs met irrespective of age, race, ethnicity, culture, gender, sexual orientation, religious beliefs, disability or appearance
- Have their personal space, privacy and property respected
- Be enabled to reach their full potential, through experience, education and personal development

It is expected that all staff and young people will strive towards the aims of the statement and will ask all visitors to do the same.

Children's Views, Wishes and Feelings

Consulting children, children's rights and anti-discrimination

At Broad Park House many of the young people are non-verbal or have limited comprehension, however this does not restrict our ability to effectively consult with ALL children and young people accessing the service. We have various communication tools including electronic devices to enable all young people to participate. Young people are consulted in an informal way when comprising the care plans to include their likes and dislikes, preferences around personal care, play, behaviour.

Staff facilitate the 'Young Persons' meeting which includes the opportunity to discuss meals, activities, resources, trips, accommodation, general day to day decisions in managing the home which is relevant to their short break. Staff work extremely hard in demonstrating how we engage all young people in having a voice, this includes the use of Makaton, sign language, objects of reference, pictures and photographs, information from families and carers or body language to identify likes and dislikes. During each stay, young people have the opportunity to share and give individual feedback about what they have enjoyed and what more staff can do. Staff are also using Coventry's Mind of My Own app to gain feedback from young people.

Complaints

Complaints from families and young people are taken seriously and recorded in the official register at the home. The 'how to make a complaint' policy/ flow chart is available in different formats.

All attempts are made by the Home's Manager to solve and respond to complaints. If this is not possible an official complaints form is available either from the home or from the complaints hub. Also, should anyone wish to make a comment or compliment about an individual or the home's practices they can do so in the same way as above.

Complaints officer

Complaints Officer

City Directorates
0808 5834 333

Comments, Compliments and Complaints
Coventry City Council, PO BOX 15, Council House, CV1 5RR

email: clypcustomerrelations@coventry.gov.uk

Education

Academic and social progress is monitored, successes celebrated and information used to inform planning and further assess the young person to meet their own personalised care plan. The delivery of a focused and consistent approach to meet education, personal targets and goals are integrated through a multi-disciplinary approaches to support learning enabling all our young people to enjoy and achieve. All children attend their usual schools while at Broad Park House. The children/young people are taken to school by Social Care or Education Transport. Children who attend school locally may be supported to walk to school or have the relevant travel training to use public transport.

All children accessing services at Broad Park House will have a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) and may attend special schools.

Children and young people who have homework are supported and encouraged to complete this during their stay. Link workers will attend school reviews and attend school functions.

Informal education takes place within the home on a daily basis. This can be activity based with games that teach a degree of literacy or numeracy but are fun to play at the same time, personal and social care such as teaching them how to look after themselves and their possessions, how to keep safe in various situations whilst out in the community, including expectations of behaviour in social situations e.g. restaurants, learning how to make choices – e.g. planning the menu, what to wear, what activities are offered , shopping for a meal or music items and simple cooking.

Therapeutic input

Although some occupational therapists or physiotherapists may visit. Broad Park House staff team may provide any specific therapeutic support, once specifically trained to do so with the individual. We welcome visits from outside agencies to support the young person during their stay.

As part of the role as Link Worker role, staff attend meetings, school visits and home visits to gather up to date progress which also includes achievements towards their educational and personal targets.

Reviews

Following assessment by the Children's Disability Social Care team and referral to Broad Park for a short break, a review should happen within 3 months. The referring Social Worker will facilitate this. On a 6-monthly basis or any significant changes occur link workers review the care plan with parents/carers and the young person according to their ability of which include information about their educational and learning progress. The purpose of the review is to assess if the placement is still relevant. The Link Worker will provide comprehensive written progress reports which acknowledge the young person's care and achievement in all areas and to identify the next steps.

Enjoyment and Achievement

All young people are given the opportunity to have their say.

Close by urban and rural environments affording social, cultural and spiritual opportunities are all at hand. Staff proactively will plan, risk assess and facilitate visits locally within the city boundaries as well as further afield. We will ensure that activities planned follow the interest of the children and young people thus enabling children to follow their hobbies and pastimes.

We have our own minibuses that accommodate wheelchair users.

Within the grounds we develop interests in the outdoors, such as growing and taking care of plants.

Exercise is available through a range of outdoor activities which is an important part of promoting healthy lifestyles. Having access to a minibus allows opportunities for promoting lots of offsite activities and a range of visits take place on a regular basis. We also arrange internal activities delivered by our own enthusiastic and skilled staff team. We also supplement these activities by visiting parks, museums, organised fêtes, events and festivals.

Any activities undertaken at Broad Park House are suitable for the age and development of the young people. All activities take place under staff supervision. Unless we have written permission from parents (e.g. young people travelling to youth club via transport). All young people will be accompanied by a staff member when leaving the building.

When planning an activity staff must consider:

- 1) Is the activity appropriate and safe for that particular group?
- 2) Can the young people be adequately supervised?
- 3) If there are wheelchairs- are there enough staff to push the wheelchairs and supervise the mobile young people?
- 4) Are there any medical needs to be considered?
- 5) Are the accompanying staff experienced enough to cope with the group?
- 6) Does the activity require any particular expertise or experience?
- 7) Are all staff comfortable with the outing?

If, after discussion, the above criteria cannot be met an alternative outing must be considered. A written risk assessment must be completed.

If the group is divided a permanent member of staff must oversee each group. Each group must meet the above criteria. The staff will ensure all essential items including food, drink, personal care items, clothing, medication, mobile phones and the emergency contact file (purple file) are taken out with the group.

Health and Wellbeing

Children's physical, emotional and social development needs are promoted at Broad Park House to enable them to make effective relationships with their peer groups and positively participate and get involved in the range of activities that are planned for them. All children are encouraged to participate in formal and informal discussions about activities, food and their immediate environment.

Children's health needs are considered as part of their personal care plan which promotes healthy lifestyles and to make and express decisions about their health. Staff gain information, guidance and training through parents and professionals to provide appropriate care when looking after children with complex health needs. Children's individual care plans are promoted during their stay in accordance with signed consent for medical treatments and healthy eating plans. Staff and parents/carers are clear about the responsibilities and decisions are delegated at the start of the shift.

Information about health professionals is gathered as part of the placement/care plan, and where needed advice and guidance is sought from professionals to support and enable a young person to access residential short breaks.

Wishes and feelings are taken into account in the child's Individual Placement Plan (IPP).

Broad Park is a physically adapted environment that enables specialist equipment to be used to provide individuals appropriate care during their stay. All Staff must attend and successfully complete the Manual Handling and Moving course to use the appropriate equipment. Staff's competencies will be assessed annually to ensure that the in-house trainer can review the practice.

Only staff that have attended and successfully completed the Medication Training are able to administer any form of medication, and regularly supervised administering prescribed/non prescribed medication. A clear and robust booking and recording system is in place with regular competencies being assessed.

All staff are required to hold a valid First Aid certificate. The Registered Manager will ensure that at least one person on shift has a suitable first aid qualification. All staff are responsible for completion of incidents and accident forms in accordance with Local Authority guidelines.

Behavioural Support and Physical Intervention

Managing children/young people's behaviour in Broad Park House requires an operational statement which is sufficiently flexible and far reaching to accommodate a wide range of variable behaviour. Relationships must be based on mutual respect and recognise good professional practice. Boundaries and consequences are clearly defined and set out in a way that an individual child or young person can understand different formats are available within the home..

Individual strategies for dealing with particular children/ young people with continuing difficult behaviours will be discussed and agreed across all agencies before implementation.

This is necessary to maintain continuity of approach and handling.

It is unprofessional and illegal to use physical / mechanical intervention as a form of punishment, staff and carers also have a legal duty to protect all children/young people and protect their welfare. In situations where there is a clear risk of a child or young person injuring themselves or others it may be necessary to use physical/mechanical intervention with minimum amount of force.

In this context physical Intervention means holding the child or young person using the minimum amount of force required to restrict movement. Staff must avoid any contact with sexual/genital areas and must not interfere with breathing. This intervention must be as a last resort when all other methods of control have been tried and failed or there is a genuine belief they will fail. Staff should use recognised intervention techniques as demonstrated in "Team Teach" training. All staff at Broad Park are expected to attend training and hold valid certificates. Regular reviews of the Team Teach methods are discussed through a range of ways, including debriefs, team meetings and 1:1 discussions.

Individual workers should avoid physical intervention on their own unless there is no alternative to protect the child or young person, member of staff or property. Staff must avoid physical intervention in situations where the child/young person has access to weapons or they are outnumbered by children/young people.

Staff must never endanger themselves to protect property.

Children and young people must never restrain each other. Staff must continue to talk reassuringly to the child/young person during the physical intervention, until the young person is able to exercise self-control. Any use of physical force may constitute an assault and must only be used as a last resort. The incident must be recorded in detail and the parent/carer and Social Worker must be informed.

If a young person requires a physical intervention on a regular basis, appropriate specialist advice will be sought and an individual Risk Reduction Plan (RRP) will be devised with detailed strategies and de-escalation techniques to deal with the behaviours. If physical interventions continue on a regular basis the placement will need to be reviewed.

Permitted consequences. (Sanctions)

Options to make the right choice will be given before a consequence is implemented. The child/young person must have a reasonable understanding of their misdemeanour and the consequence must be meaningful to them. This may include:

Activities: An activity can be delayed, suspended or withdrawn. The child/young person must have an understanding of 'why'. This may also include activities within the home such as the computer/laptops, dvds, games console etc.

Time out may vary for individuals dependent on age, ability to comprehend, and/or whether the young person is still presenting a danger to themselves or other young people. This can take the form of:

- a) Sitting the child/young person away from the main group.
- b) Requested to move to a different area when their behaviour is causing distress to other members of the group. E.g. physical or verbal aggression. During the time out the young person must always be supervised by a staff member.

Withdrawal of activities will only affect the young person whose behaviour is not appropriate. The whole group will NOT have the activity withdrawn.

This will be clearly recorded in the Log Book; if required an online Significant Incident Form will be completed and feedback from the young person will need to be undertaken and uploaded onto LCS (Protocol) .

If an Ofsted Regulation 40 is required, this will be determined by the Manager.

Physical restraint will never be used as a consequence of sanction.

When considering an operational statement relating to positive behaviour management for children and young people attending Broad Park House it is necessary to understand the different ways a child/young person may behave as a result of their intellectual and/or multiple disabilities.

Epilepsy can, at times, uncontrollably influence behaviour. Epilepsy originating in the temporal lobe in particular may be associated with the display of aggressive and inappropriate behaviours.

Allergic reactions/ Side effects to certain foods, food additives and medication can trigger hyperactive and inappropriate behaviour.

The Environment can influence behaviour. Sometimes events, which happen before a particular behaviour (antecedent), are important while on other occasions the way we respond (consequence) is crucial to how children and young people learn to behave appropriately.

Approach, often the way we approach or handle behaviour can be the reason for the improvement or the exacerbation so close attention must be given to our responses and interventions.

Communication and Comprehension The inability to communicate effectively or lack of understanding can sometimes promote significant levels of frustration which may manifest itself in the form of disruptive behaviour.

Self-stimulatory behaviour some children and young people may be prone to head banging, rocking, eye poking repeated masturbation and self – mutilation.

Heightened anxiety- this could sometimes be interpreted as aggression.

Diffusion and Diversion

At Broad Park House, unless it is unsafe to do so, the first approach must be to ignore the unwanted behaviour and divert the young person to a constructive activity. If the diversion alters the behaviour the young person must then be praised for his/her subsequent good behaviour. Staff must continually praise young people who are behaving appropriately.

If staff have to challenge a young person regarding their behaviour it must be made clear that it is the behaviour that is unacceptable not the young person. Occasionally, if the diffusion and diversion has not been effective, an appropriate consequence may be necessary. Consequences should be relevant to the situation and to the level of understanding and ability of the individual.

Good professional practice indicates that consequences should be immediate, relevant, proportionate and justified.

Incidents, physical intervention, accidents, consequences/sanctions and rewards will be recorded on the appropriate paperwork and parents/carers and Social Worker will be informed.

Positive Relationships

Contact with family, friends and professionals

As Broad Park House provides mainly short break care, the young people spend a short time away from home, we play an important part in extending and increasing the opportunities available for children to share, socialise with others and choose activities alongside their peers. We ensure that if there are regular clubs that children would attend if they were at home plans and arrangements are made to ensure that this continues whilst they reside at Broad Park House.

Parents may visit at any time with prior arrangement with the home due to young people being out of the building. Other family members can visit if the young person wishes and their parents give permission. Young people may telephone their families or receive calls in private. Staff will assist them in dialling if they do not have the ability to do so themselves. Children and young people are discouraged to bring their personal mobile phones that have an accessible camera to ensure safeguarding for children and staff.

A private area will be available for unsupervised or supervised contact.

Social Workers and other professionals are able to visit whilst the young person is at Broad Park House in line with their statutory requirements.

If a child or young person is fully looked after then the Independent Reviewing Officer (IRO) may facilitate meetings, make visits to the home should they need to, to support resolution to a problem concerning a young person's care plan, this would also include contacting any team responsible for any young person.

Independent Reviewing Officer (IRO)

IRO Safeguarding / Quality Assurance Team / Children's Service
3rd Floor Broadgate House
CV1 1NG
Tel: 02476975483

The Children's Rights Officer is to act as an advocate (this means she/he campaigns on your behalf) for young people who are looked after by Children & Young People's Service

The Children's Rights Officer
0800 0272 118

The Children's Commissioner of England

<https://www.childrenscommissioner.gov.uk/>

<https://crae.org.uk/our-guide-childrens-rights-and-law/laws-protecting-childrens-rights/other-international-human/un>

Bullying

In this instance bullying means the intentional intimidation of others.

At Broad Park House the level of supervision should mean that bullying is minimal, however intimidation will not be condoned and any instances must be challenged. Risk assessments are completed and young people placed in groups accordingly.

If any intimidation takes place the young person must be told that the behaviour is unacceptable and will not be tolerated at Broad Park House. All incidents will be recorded.

Where the young person has limited comprehension, and may not understand the consequence of their behaviour, a programme must be devised to try to alter the behaviour. This may mean the involvement of the Children's Learning Disability Team (CLDT).

Where a young person persists in intimidating others a meeting must be arranged with the family to resolve the situation. Where the intimidation is a new behaviour attempts will be made to find out why behaviour has changed. Young people who have been intimidated will be supported. If someone has to move group it must be the young person who has been intimidating another, not the victim. We engage our young people in reviewing our anti bullying policy.

If despite all attempts at intervention a young person continues to intimidate others the parents/ carers will be informed and a more suitable residential shortbreak facility will be sought. This may be another residential establishment or specialist fostering placement.

Protection of children

Surveillance, supervision and monitoring children

Effective supervision of children and young people is paramount at Broad Park House. There is a minimum of 3 staff to 4 children, dependent on needs, thus enabling appropriate supervision during play, learning and providing personal and intimate care.

A mobile phones policy and use of portable electronic equipment is in place to ensure that measures are taken to protect and safeguard young people and staff.

At Broad Park House any issues or disclosures of abuse in the first incidence will be shared with the Registered Manager. The Safeguarding Children's Board will be contacted for advice to follow procedure in reporting. This follows the guidelines in the Safeguarding Procedures Manual and flow chart.

When considering requests to process footage from CCTV cameras, the council must ensure that all data is processed fairly and lawfully under the Data Protection Act 1998, ICO CCTV Code of Practice, Surveillance Camera Code of Practice 2013 and the Human Rights Act 1998. Request to disclose CCTV footage to external organisations can only be released on a formal written request (eg: WA170 from the West Midlands Police). Completion of a DPA (Council Digital Image Viewing Request) must also be completed before footage can be released.

Restriction of Liberty

- Keypad locks (high level) are used at Broad park House, with the keypad external to the door, to restrict unwanted visitors and improve security, it is not to restrict liberty.
- Children inside the home are able to release the latch, without the requirement for a key or permission if they wish to leave the home or a particular area. This also applies to thumb locks which are fitted to the patio doors and can be opened without the need for a key.
- Children attending Broad Park House will generally have higher needs for safety and security.
- Children's personal risk assessments and behaviour plans may make reference regarding access to high risk areas (kitchen, laundry room, outdoor space) and how this will be managed.

Children's and young people's level of understanding may impact on their ability to make choices regarding their own safety and that of others. The use of high level latches on internal doors **(leading to outside areas only and not restricting liberty within the home)** are designed to promote the safety and welfare of children who may be at risk of accident or injury if leaving the building unsupervised.

For those children and young people, who have the capacity and ability to make those decisions, the latch can be operated without the need for a key or specialist equipment.

Room searches may take place should behaviours or staff feel that a possible offence has been committed which constitutes a breach of the homes policies.

Electronic monitoring

Before any equipment is used parents/carers give written permission and the young person is consulted, if they have the ability. This is included in the care plan stating what, when, why and how the equipment will be used.

Infant' radio monitor may be used at night following a risk assessment when a young person's support needs have been identified. Monitors will not be used unless it has been agreed in an individual's care plan. Children and young people also have access to the 'red nurse call system' in their bedrooms and in the bathroom areas.

Emergency evacuation

Smoke and heat detectors are present throughout Broad Park House connected to a single panel situated in the front hallway at Broad Park Centre. This is connected to an AutoDial system which alerts the Council's Emergency Services Unit (ESU).

This AutoDial is tested and recorded weekly and a full evacuation is regularly carried out.

The assembly area is the other side of Logan Road/Broad Park Road, beside the lamp-post.

A fire file (purple folder) containing names and addresses of resident children is accessible in the cupboard in the dining area and should be taken with staff on evacuation in case we are unable to return to the building.

Following an emergency evacuation (which is not a drill) no one must re-enter the building until the Fire Officer gives permission. If re-entry is not possible arrangements must be made to discharge the children home or find alternative accommodation.

At night – following consultation with the Fire Service it has been agreed that staff will adopt a 'stay put plan' between the hours of 10pm and 7am. (see 'staying put' plan). The waking night staff member and the member of staff sleeping-in should be prepared to follow each young person's individual Personal Emergency Evacuation Plans (PEEPs)

External CCTV cameras are accessible to monitor during night care duties.

FIRE DOORS MUST NEVER BE HELD OPEN BY UNAUTHORISED MEANS.

Safeguarding

At Broad Park House any issues or disclosures of abuse in the first incidence will be shared with the Registered Manager or Deputy. The Safeguarding Children's Board/ Local Authority Officer will be contacted for advice to follow procedure in reporting. This follows the guidelines in the Safeguarding Procedures Manual and flow chart.

Broad Park House works in partnership with other agencies to monitor areas of concern and improve parenting skills with a view to preventing safeguarding issues.

Staff attend on going safeguarding training to enable them to identify and act upon signs that a child is at risk. If Staff have any concerns about the welfare of a child they are encouraged to report their concerns to a manager in line with the safeguarding policy. The issues would be discussed with parents /carers (should this be appropriate) and passed to the appropriate agency to enable them to offer support for the family or investigation. Parents/carers would be informed of any referrals by their Social Worker.

Any allegation concerning a member of staff will be reported to the Safeguarding Board and appropriate steps will be taken in accordance with the advice given. Staff will be suspended from duty whilst an investigation takes place.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Procedure for missing person

YOUNG PERSON MISSING from Broad Park House short break service.

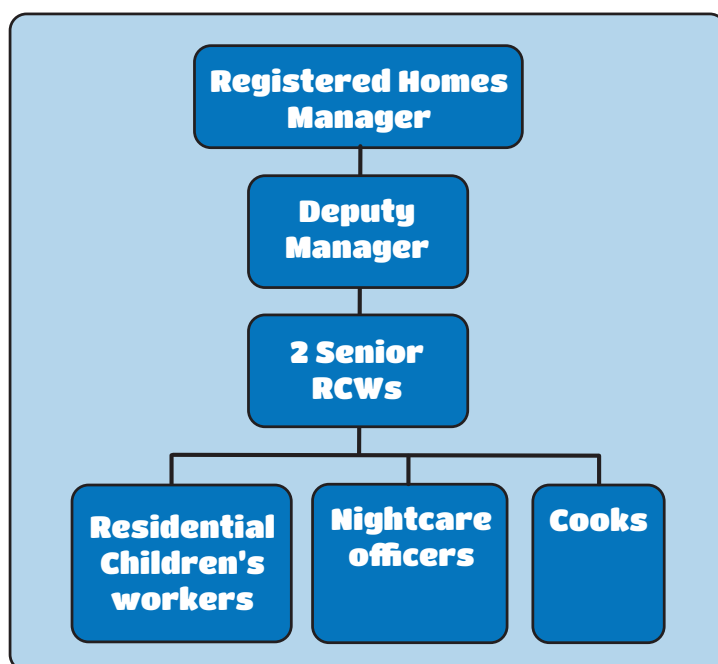
In the event of a child/young person going missing from the building/site. Staff must:

- Immediately inform all staff on duty stating where the child was last seen
- Search of the building to be initiated. Look for any open windows or low-level windows. (if appropriate)
- Search of grounds and the Homes boundaries initiated
- Police to be contacted along with Manager on call to ensure they are alerted to the vulnerability of the young person
- Record information and actions in detail. Then inform and update parents/carers
- Incident to be recorded on LCS and assigned to the Manager within 24hrs
- When the child has been found Parents, Social Worker and Managers to be informed

County lines is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or “deal lines”. It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as ‘cuckooing’.

Due to the high level of supervision of young people at Broad Park it is highly unlikely that a young person will be a target and entrapped into being involved whilst accessing their short breaks and does not pose a risk. However staff are trained to be aware of signs that they may need to look out for when working with families.

Leadership and Management



We are OFSTED registered and are also inspected monthly by Reg 44, they produce reports to ensure that Broad Park House is a safe place to live and that all service users needs are being met. The inspector will make time to talk to children and young people, parents, professionals and staff in private and include views in their report on the inspection.

Ofsted Inspector

OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD

Tel: 0300 123 1231 E mail enquiries@ofsted.gov.uk For textphone/Minicom users 0161 618 8524

Regulation 44 visitor

Regulation 44 visitor is employed independently by Coventry City Council and will visit the home each month to make sure that the home is a safe and stimulating place for children to live, that any regulatory standards and documentations are adhered to. The visitor should make time to talk to children, staff, parents and professionals and views be included in the report.

Training and continuous professional development

All staff at Broad Park House complete training throughout the year in line with the corporate mandatory training policy. Staff are required to attend 'Team Teach' training as well as other statutory and desirable training courses.

There are regular relief staff that complement the staff team. A number of the staff are from a range of ethnic and cultural backgrounds who bring an array of culture and experience to the home through play opportunities, resources, food, cooking and literacy.

Staff that do not hold a full and relevant qualification in-line with the Children's Home Regulations 2015 are expected to undertake the Diploma Level 3 within two years of taking up a post.

There is a comprehensive induction programme for new staff; this is specific to the needs of Broad Park House but also incorporates the City Councils Corporate induction programme. New members of staff working for the Local Authority will complete both programmes.

Professionals

Team Meetings take place every three weeks, providing the opportunity for staff to raise concerns/ good/poor practices, issues, research, share effective strategies/ techniques in relation to the young people within the home.

Individual supervisions take place for all staff to enable them to discuss and share work/personal related issues. This is an opportunity to request support in relation to meeting the role of the Residential Children's Worker. The management team supervise and complete an annual appraisal for all staff.

The Manager is supervised by the Service Manager, who also completes an annual appraisal. The Home's Registered Manager supervises and completes an annual appraisal with the Deputies.

Link working role

While in Broad Park House each child has an IPP, this is compiled with parents and the young person if they have the ability to do so before their initial visits. Each child has a link worker who jointly liaises with parents, school and any other professionals involved. Link workers will attend school reviews, professionals meetings such as the Looked After Child (LAC) or Child in Need (CIN) reviews. Young people and families develop good relationships with their Link Workers.

Management, staffing and qualifications



Sue Hollywood

Registered Manager: Full time

Sue has been working with children and young people with learning disabilities and behaviour difficulties since 1978. Sue holds a NVQ4 in care, NVQ3 promoting independence, certificate in supervisory management. Sue has completed her Level 5 Registered Managers qualification.



Surrinder Bhandal

Deputy Manager: Full time

Surrinder joined Broad Park in May 2014, she has many years of experience working directly with children, young people and adults with disabilities, behavioural and mental health difficulties in a range of establishments in Coventry and Warwickshire. Surrinder also supports the other Local Authority children's home on a casual basis. Surrinder holds a NNEB qualification, Level 3 First Line Management and the Level 5 Diploma in Leadership and Management for Residential Childcare.



Susan Lewis

Residential Children's Workers (RCW)

Sue works 28 hours a week. Sue started work at Broad Park in 1988. Sue began her career working with children and adolescents with social and emotional behaviour difficulties. Sue has been at Broad Park since 1986. Sue holds a NVQ 3 in Care.



Ann Kyle

Residential Children's Workers (RCW)

Ann works 28 hrs per week. Ann started her career at Broad Park in 1985 after supporting a family with 2 disabled children in their home after a bereavement. Ann started at Broad Park as a cook and holds a City and Guilds in Cooking. After 3 years Ann successfully secured the post as a residential children's worker. Ann holds a NVQ 3 in Care.



Lucy Sams

Residential Children's Workers (RCW)

Lucy joined broad Park in January 2023 as a residential children's worker, this is a new career opportunity. Lucy is Currently undertaking the Level 3/4 Diploma in Residential Childcare.



Stacey Finnerfy

Residential Children's Workers (RCW)

Stacey joined Broad Park in October 23.



Rumandeep Khangura

Senior Residential Children's Worker

Appointed in June 2014. Rumandeep has many years of early years' experience. Rumandeep holds a Level 3 Diploma in Residential Childcare and Level 3 Leadership and Management.



Lynsey Williamson

Senior Residential Childrens Worker

Lynsey joined Broad Park in June 2014. Lynsey has experience as a Short Breaks Worker and has completed the Level 3 Diploma in Residential Childcare and Level 3 Leadership and Management.



Riya Sukhai

Residential Children's Workers (RCW)

Rita works 28hrs per week. Rita has worked at Broad Park for since 2002. Rita has previous experience of working with adults with additional needs. Rita can speak and record in 4 different languages. Rita holds a NVQ 3 in Care.



Harpreet Kaur

Residential Children's Workers (RCW)

Harpreet joined Broad Park in 2000 and has held numerous roles, Harpreet took on a permanent role of RCW in March 2022. Harpreet holds a Level 3 Diploma in Residential Childcare.



Ashley Grayman

Residential Children's Workers (RCW)

Ashley was appointed in January 2016. Ashley gains further experience by working as a relief Short Break Worker. Ashley holds a Level 3 Diploma in Residential Childcare.



Mutiat Amoussah

Residential Children's Workers (RCW)

Mutiat has now joined the Residential children's workers team on an 18.5 hour contract. She is currently undertaking the Level 4 Diploma in Residential Childcare.



Katie Williams

Residential Children's Workers (RCW)

Katy joined us in July 2022 and is currently undertaking the Level 3/4 Diploma in Residential Childcare.



Karen Ross

Residential Children's Workers (RCW)

Karen joined us in April 2024 and will be undertaking the Level 4 Diploma.

Night care officers



Dawn Terry

Dawn has been working with children since 1996 and joined Broad Park as a cook in 1998 and then took on a post as relief Residential Children's Worker in 2004. Dawn has been a Night Care Officer since 2013. Dawn holds a Level 3 Diploma in Residential Childcare.



Elaine Lee

Elaine joined Broad Park as a relief RCW in June 2018, she became a permanent Night Care Officer in January 2019. Elaine also holds a relief post as a Residential Children's Worker. Elaine holds a Level 3 Diploma.

Naomi Davis



Elifa Kapondo



Michael Soda



Relief Night Care officers who have joined us from April 2024 until their new home is open.

Cooks



Kathleen Neale

Kath joined Broad Park in May 2014, Kath has had numerous years cooking in various establishments. Kath holds a NVQ 2 in Food Preparation and cookery.



Vacant post

Care Planning

The family/ carer are invited to visit Broad Park House prior to accepting a short break. The IPP is an individualised document about a young person, it will include their personal details, emergency contacts including medical contacts, health and wellbeing needs, school attended, likes and dislikes, Communication, diets and allergies, physical and personal care needed, sensory diet, behaviour, manual and physical handling management plan, preferred routines, PEEPS (personal emergency evacuation plans), young person's views and comments, planning for their future. An interpreter can be involved as necessary. We also prepare and have accessible a child friendly plan for each individual young person.

Broad Park House are unable to provide short break care for children and young people who require constant nursing care. Additional support for individual needs can be requested and considered by Management if deemed appropriate for the setting. Staff will be provided with specific training to undertake more complex care.

Meeting Cultural Needs

Broad Park House has an equal opportunities policy that supports race, gender, disability, age, sexual orientation, culture or religion promoted through play, food choices, activities, recruitment of staffing, resources and IPP.

Families may make arrangements or collect children for religious observance if they wish.

Broad Park House will follow any wishes regarding diet, dress, prayer or other cultural needs that are requested and stipulated in the young person's IPP.

A number of scheduled day care and tea visits are provided as a means of introducing new children prior to overnight stays and are not generally offered as part of the short breaks service. A longer break can be requested by parents/ carers to enable them to have a holiday or for family illness. Families cannot access any more than 75 nights over a 12 month period.

Children and young people come for a residential short break with their peer group where group dynamics are considered, therefore all young people are getting the best out of their stay. Regular Team Meetings will be held to discuss group dynamics and consider changes should this be needed.

Planning Short Breaks at Broad Park House

Prior to any residential overnight service commencing at Broad Park House a social worker must ensure that they have provided the appropriate paperwork for the placement to commence. An IPP is developed and recorded in respect of services. Risk assessments are produced and used as working documents.

There is then a gradual introduction of tea visits, day care, and overnight visits leading to a full residential short break as outlined in the young person's IPP. A virtual video of the home is for the family to support young people's transition into the Home.

<https://youtu.be/kdkut4ZTT6M>

The home can provide care and accommodation to existing children and young people outside the specified age range in an emergency situation when notified to and agreed in advance by OFSTED. This occupancy is then reflected in the total number of residential placements, not exceeding 4, as per registration criteria.

Residential short breaks are offered on a rota basis traditionally following a 5-week cycle. This can vary from a few days to a week. The five-week rota fulfils The Children's Homes (England) Regulations 2015. Regulation 52 (2) (b):

The child is placed in a series of short term placements within children's homes ("short breaks") where –

- (i) No single placement is intended to last more than 17 days
- (ii) At the end of each placement the child returns to the care of the child's parent or a person who is not the child's parent but who has parental responsibility for that child, and
- (iii) The short breaks do not exceed 75 days in total in any 12 month period



Find more information about Broad Park Residential Short Breaks on www.coventry.gov.uk/broadparkcentre



Find Broad Park House on Facebook.



**If you need this information in another format
or language please contact Broad Park House**