



Derby City Council



the **Light House**

**Integrated Disabled Children's Residential
Service**

**The Light House
St Mark's Road
Derwent
Derby, DE21 6AL**

Tel: 01332 256994

STATEMENT OF PURPOSE

Updated September 2018

**DERBY CITY COUNCIL
PEOPLE SERVICES**

Contents:

3	Contact Details
4	Unit/Team Membership & Qualifications
5	Unit/Team Membership & Qualifications (continued)
6	About the Light House
7	Ethos
8	Environment
8	Surveillance
8	Aims and Objectives
8	Staffing
9	Staff Supervision
9	Staff Training
10	Role of Keyworker
10	Admission Criteria
11	Emergency Admissions
11	Consultation with Children and Young People
12	Safeguarding
12	Anti-Discriminatory Practice
12	Education
12	Behavioural Support
13	Health and Safety
13	Fire Safety
14	Promoting Healthy Lifestyle
14	Medication and Undertaking Clinical Procedures
14	Missing Children
15	Contact with Parent/Carers
15	Complaints and Representations
15	Transition to Adult Services
16	Counter Bullying
16	Staff Guidance on Searching a Child's Possessions
16	Children's Guide



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Telephone Office	01332 256995
Senior on Duty	01332 256994
6 BED UNIT	01332 256991
4 BED UNIT	01332 256945
Registered Person	Suanne Lim
Deputy Head of Service	Julie Maunder
Unit Manager	Sam Watts
Senior Nurse	Louise Jenkins/Janet Beasley
Registered Provider	Derby City Council Council House Corporation Street
Maintained by	Derby City Council
Director for People	Andy Smith

Unit /Team Membership & Qualifications				
Sam Watts	Homes Manager	37	DipSW, Level 5 Diploma	28.09.15
Louise Jenkins/Janet Beasley	Lead Nurse	37.5	RNLD, Diploma in Child Health	03.08.09
Caroline Taylor Trowbridge	Lead Nurse	37.5	NVQ 4 Management Registered Nurse L.D.	01.06.98
Sandra White	Temp Deputy Manager	30	NV3 Children & Young People. NVQ Level 5 Diploma Management. Degree Community Regeneration and Development	03.03.87
Neil Cartwright	Deputy Manager	37	NVQ4 Care, NVQ4 Management	20.11.83
Mandy Boothby	Registered Nurse	24	MVQ4 Management. RNLD Nurse	01.08.95
Sharon Maguire	Registered Nurse	37.5	NVQ3 Care. RNLD Nurse. Risk Assessor	20.12.05
Steve Mather	Registered Nurse	37.5	RNLD Nurse/Pro-Act SCIP UK Instructor	09.03.97
Steve Powles	RCCW	37	NVQ 3 CCYP	01.04.04
Kuljit Mann	Registered Nurse	18.5	RNLD	11.06.07
Maria Baran	Registered Nurse	37.5	RNLD	
Heather Evans	RCCW	18.5	NVQ3 Children and Y.P.+NVQ3 CCLD	19.11.07
Dawn Cogan	RCCW	12.5	NVQ3 Care Children and Y.P.	01.04.04
Diane Cowley	RCCW	37	Level 3 Diploma Care of Children and Y.P.	01.04.95
Bernie Smedley	RCCW	37	NVQ3 Children and Y.P.	01.05.06
Jo Wesson	RCCW	16	Level 3 Diploma Care of Children and Y.P	01.10.03
Jane Ford	RCCW	36	NVQ 3 C.C.Y.P.	01.04.04
Sarah Marston-Pegg	RCCW	37	Working on Diploma level 3	13.05.14
Debbie Cook	Cook	16.5	NV3 Kitchen/Adv Food Hygiene	01.04.15

Unit /Team Membership & Qualifications (continued)				
Julie Milward	RCCW	24	NVQ3 C.C.Y.P. Diploma in Childhood Studies	01.07.97
Mareika Maletcyz	RCCW	18	NVQ3 C.Y.P	29.07.89
Kim McKay	RCCW	24	NVQ3 C.C.Y.P.	09.10.03
Claire King	RCCW	30	NVQ C.Y.P.	01.06.05
Lisa Buchanan	Night Care Assistant Health	25	NVQ3 CCYP BTec Diploma Caring Services	09.09.96
Julie Duggan	Night Care Assistant	22.5	Diploma Level 3	09.06.14
Julie Whitehouse	Night Care Assistant	30	Level 3 Diploma Care of Children and Y.P	13.03.06
Sue Morgan	Night Care Assistant	27	Level 3 Diploma Care of Children and Y.P	15.05.06
Nicki Woodhouse	Senior Housekeeper	25	NVQ1 Cleaning and Support Services NVQ2 Residential Services	23.06.99
Michelle West	Night Care Assistant	31.5		13.01.17
Hazel Colley	Cook	24	NV3 Kitchen/Adv Food Hygiene	02.05.12
Jo Benford	Domestic	24		01.07.13
Kerrie Bingham	Registered Nurse	32	Children's Nurse	04.09.17
Hannah Gregory	Registered Nurse	30	BSC honours LD nursing post graduate children's nurse	04.09.17
Katherine Sole	RCCW	37	Working on Diploma level 3	01.02.17
Naomi Fisher	RCCW	8	Level 3 Diploma Care of Children and Y.P	09.03.15
Zarina Rahemtulla	Night Care assistant	31.5	Waiting list – Diploma L3	01.02.17
Amy Vass	Night Care Assistant	27	Diploma Level 3	01.08.17

About the Light House

The Centre is jointly funded and managed by Derby City Council People Services and Derbyshire Healthcare NHS Foundation Trust. Its function is to provide residential short breaks for children with a range of disabilities.

Children from 0 to 18 years of age are able to access this facility.

Although the centre is registered for children up to age 18 years, in exceptional circumstances young persons over the age of 18 may be accommodated until suitable alternative accommodation can be found.

The centre continues to meet the standards as laid out in the Children's Homes Regulations 2015 and a full risk assessment is carried out demonstrating that the placement is a suitable one, meeting the needs of the young person and not having any adverse effect on any other resident under the age of 18. Ofsted are informed.

The centre is situated close to the City Centre and is purpose built with a range of facilities including equipment, aids and adaptations to help meet the needs of the more physically disabled children.

The unit has 10 single residential bedrooms with en-suite facilities and is separated into two distinct units with six and four beds respectively. The four bedded unit (Star) helps to meet the needs of children/young people with behaviours which challenge with a maximum of four children residing at any one time. The six-bedded unit (Sun) helps to meet the needs of children with multiple disabilities, complex medical needs and physical impairments.

The six bedded (Sun) unit contains;

- Lounge/dining room
- Six single bedrooms with en-suite toilet, shower and wash basin.
- Some overhead tracking.
- Communal play area
- Sensory room to provide a stimulating experience.
- Clinical room, where medication is administered.
- Assisted bathroom.
- Separate pantry/kitchen.

The four bedded (Star) unit contains:-

- Four single bedrooms all with en-suite showers, toilet and sinks
- Lounge
- Dining room
- Soft play room
- Sensory room/ 2nd lounge
- Assisted bathroom
- Separate pantry/Kitchen

The garden areas are separate; Star Unit has a garden/play area containing a tarmac track for quad bikes and a garden for growing veg and flowers. The second garden attached to Sun Unit contains sensory raised beds and outdoor recreational play equipment for children who are more physically disabled. This includes a wheelchair swing and a wheelchair roundabout. Both garden areas are safe and secure and are accessible from the house via separate patio doors. The centre also has one mini bus that is frequently used for the many planned and unplanned visits and outings. The minibus has wheelchair access.

The unit operates six days per week, fifty-two weeks per year, except for all bank holidays when we close. Children may have access to the facility for day care/tea visits or for overnight care depending on what their individual Care Plans. There is no charge for children accessing the service.

The unit has a number of qualified nurses and qualified Residential Child Care workers to meet the needs of the children in residence.

ETHOS

The centre offers short breaks to young people so they can enjoy and achieve in a homely environment, giving parents/carers a break. The centre promotes play and stimulation with appropriate peer and friendship groups. All young people are assessed for the appropriate groups so they are safe and happy. Planning is paramount in addition to risk assessment of peer groups.

An Independent Visitor visits monthly to conduct a regulation 44 visit and the Registered Manager ensures that a regulation 45 report is done every six months.



ENVIRONMENT

The six bedded and a four bedded units are located in their own separate environments and

meets the diverse needs to the children. Staff are consistent across the units. There are separate entrances into each unit and each unit is self-contained.

The centre was purpose built to meet the specific needs of these children and contains appropriate equipment. The safety needs of each group of children was a significant feature in the designs of both units.

SURVEILLANCE

The centre operates movement detectors in corridor areas, listening devices and some visual monitors in bedrooms. This is to ensure the safety of disabled children who have no awareness of self-protection or those children with complex health needs, e.g. epilepsy. These devices alert night staff to a child's needs. Children are visually checked at hourly intervals throughout the night unless their risk assessment states otherwise.

AIMS AND OBJECTIVES

The philosophy of the service is that disabled children should be treated first and foremost as children, but they may have special needs because of their condition or impairment. The service aims to provide an experience of care that is sensitive to each child's individual needs and this must include support of their racial, gender, cultural, religious and sexual identity (in line with the City's Equality Statement).

The philosophy of the 'Short Break Service' is underpinned by children's rights, in particular the right to protection and social justice, valuing children for themselves and giving their needs primary consideration. In meeting the wider needs of the child, the service acknowledges the importance and value of supporting their parents, carers and families.

The wider network of services for children is also important and there is an emphasis on multi agency work, for example schools, health and the voluntary sector, etc. There is a strong commitment to involve children in the local community, through the use of local amenities and leisure facilities, and finding ways through barriers to social inclusion.

STAFFING

The level of staffing on each unit depends on the individual needs of the children in residence. For example, children who require a high level of support to meet their social and behavioural needs often require a high ratio of staff, even if the group of children/young people is small. Children with multiple impairments and complex needs require a Registered Nurse on duty in the building and sufficient staff to help with moving and handling needs. All the children/young people have individualised, holistic care and health plans which are reviewed regularly to help meet the needs of the young people who use our facility. Our service is staffed over a 24 hour period which

includes waking night staff between the hours of 10pm and 7am who are trained to meet the needs of the children in their care.

STAFF SUPERVISION

All staff has regular supervision, in accordance with Derby City Council procedures, with their line manager and group supervision through team meetings. Supervision is undertaken in private and notes of all discussions are made. Areas for discussion include casework, future planning, staff development needs including training, reflection/feedback on performance and any personal issues. Support staff receive group supervision. There is a manager on duty at all times who is available to discuss problems as they arise or for the purpose of consultation on all manner of issues. Supervision forms an integral part of the overall performance management process. This culminates in a regular MIP (Managing Individual Performance) appraisal meetings where individuals will evaluate, with their line manager, their performance, achievement of goals and objectives to date; as well as setting goals for the coming year, which are underpinned by the values and ethos of the service.

All nursing staff has PADR – Personal Development Reviews yearly, covering the same issues as MIP.

STAFF TRAINING AND EXPERIENCE

Most of the staff at the centre have either undertaken, or are undertaking, NVQ3 in Caring for Children and Young People. The managers have NVQ in Management Development, some with NVQ 4 in Care or other professional qualifications. Nursing staff are registered with ENB. In addition, many staff have related qualifications, such as Teaching Certificates, Nursery Nursing, Youth Work or other degrees, and all have diverse background of different cultures, life experiences and social circumstances. Many of the social care staff have extensive experience working in mainstream residential care in addition to their specialist disability experience.

The People's Department has its own training section which undertakes a wide variety of training for staff. Managers meet 3 monthly to discuss training and the needs of the staff. The training section brochure is available to all staff and they are encouraged to discuss their training needs in supervision. Some training is mandatory for all staff (for example, safeguarding, manual handling and fire training) but other training will be as a result of a discussion in Supervision or MIP.

Training is a priority at the centre and is encouraged by all managers. There may be a number of staff within the team who further their own development by becoming trainers in order to aid training for their colleagues. Trainers hold a qualification in their chosen area and are assessed on a regular basis to ensure that their standard of training is up to date and appropriate to the service, e.g. Manual handling.

All staff have completed the E- learning, which is on-going. Managers have completed a Health and Safety Rapid Appraisal.

There are opportunities for staff to attend other training on issues such as Autism, assertiveness, confidence building and attachment.

ROLE OF KEYWORKER

Every young person who comes to the centre is allocated a keyworker and a named nurse. This person makes contact with the family as soon as possible after the child is accepted for a service at the centre. The keyworker is involved in setting up the child's file and Care Plans so that the wishes of both the child and carers are taken into consideration and to ensure that the child's stay is as enjoyable as possible and as consistent with their home routines as possible.

The Nurse takes responsibility for the medical aspects of the child's Care Plan and liaises with health professionals. The keyworker remains in contact with the family throughout their time at the centre. In addition they will liaise with schools, therapy team and other agencies, write review reports and generally advocate for the young persons' wishes and needs as far as possible.

All young people have a Manual Handling Plan, which is updated annually or as needs change.

All the young people have six monthly reviews chaired by an Independent Reviewing Officer. Key Workers will send a report to these Reviews highlighting the need and wishes of young people. Care Plans will be updated in line with reviews to ensure that they are up to date.

Keyworkers also have responsibility to attend reviews and carers and other professionals are also invited.

ADMISSION CRITERIA

The Single Point of Access Panel meets once a week where all new referrals are discussed by a multi-disciplinary team based at The Light House.

Updates on current referrals and open cases are also provided.

When residential short breaks are allocated, a keyworker is nominated, and work begins on a more specific Care Plan. This becomes a working document for staff in order to be able to work consistently with the child and to ensure that the child's needs are fully met. All new admissions are subject to a review of service after three months in order to ensure that the service is appropriate.

EMERGENCY ADMISSIONS

Although The Light House is a planned service there may be occasions when a child/young person is admitted on an emergency basis to protect them. The basis for this admission would be an extended or unplanned period of respite

only, with the child or young person returning home afterwards. These occasions are very rare, Ofsted would be notified and we would endeavour to resolve the emergency in a safe and planned way as soon as possible and with as little disruption to our normal service.

CONSULTATION WITH CHILDREN AND YOUNG PEOPLE

Children are encouraged by staff to make choices about their everyday life. Prior to each child's review, the Keyworker works with the child to ascertain their wishes and feelings in regard to their stays in the centre, these views are presented at the Review. Children are encouraged to attend their own Reviews where this is appropriate and beneficial to the child. Review reports reflect the consultation with young people and parents and how staff have consulted regarding their wishes and feelings on the service they receive. Plans are reviewed 6 monthly. The Review Chair is an Independent Reviewing Officer or Duty Social Worker, depending on the complexity of the care package, which could include Direct Payments and Community Support.

The service and the centre has a participation policy and specific guidance for staff to assist them with this area of work. Staff are trained in 'Total Respect' and are experienced in a variety of communication methods including Makaton, PECS, Signs and Symbols and individualised communication systems that children may bring with them. These are all in consultation with the child or young person's school.

Staff have undertaken 'Tassels' Training (a signs based communication system) and are updated by schools when the signs change or increase.

A Children's Meeting takes place with the Sunshine group on a regular basis, and there is a Children's Council that meets every 3 months.



The young people's targets are discussed to ensure all young people have appropriate outcomes. All targets/outcomes are logged in the young person's file and updated at the reviews. Keyworkers update these regularly by monitoring and liaising with schools. Targets are deemed to be realistic and achievable for the young people. They are discussed with carers at their reviews.

SAFEGUARDING

All staff are trained in Safeguarding Procedures and receive regular updates. It is central to our work with disabled children. The centre adheres to Local Safeguarding Children's Board procedures and are fully aware of what to do if safeguarding concerns arise. All staff are required to attend three mandatory courses in child protection, namely;

- Child Protection Awareness.
- Children and Young People Development and Communication.
- Safeguarding Children.

ANTI-DISCRIMINATORY PRACTICE

The centre adheres to Derby City Councils' Policies on equal opportunities both for staff members and service users. We have a non-discriminatory practice approach and do our utmost to fulfil the needs of all children from all cultures whilst in our care. This may vary from specific dietary needs of both children and staff; adherence to specific care plans for children with Autism, or attempting to create a more accessible environment for physically disabled children.

EDUCATION

The education of children continues while they stay at the centre in term-time and the Education Service provides transport to and from school in most cases. All of the children who attend the centre have an educational statement and attend one of the various 'special schools' in the area. Keyworkers consult schools regarding care of the young people and strive to attend all Transition Reviews at school. Where appropriate we support school work. We attend school events when possible.

BEHAVIOURAL SUPPORT

Staff at the centre adheres to the law regarding sanctions in children's homes. We have guidelines in all sanction books regarding the use of permitted and non-permitted sanctions in accordance with the guidance in the Children's Homes Regulations 1991, (and amended Regulations 2015) and the Children Act 1989. Sanctions are very rare at the centre, but when they are used they usually consist of 'time out' for a child and these need to be time limited. Centre practice is to reward positive behaviour and praise of a rewarding activity. A child with challenging behaviours may have specific programmes to aid staff in the management of this.

Forms of control that are never used and are not permissible include deprivation of food, drink, sleep, medication and contact with significant persons.

All the children who attend the centre have 'personal profiles' as well as Care Plans to further aid staff to work in the correct manner with the children. These are specific Care Plans and they give the worker more detail about the child's likes and dislikes. They contain action plans and risk assessments sections. Annual reviews of plans take place both at the centre, and via education, where these plans are discussed and updated.

Staff are trained in SCIP techniques (Strategies for Crisis Intervention and Prevention), which is an aid to good practice in challenging situations and

works in a proactive way to divert young people from negative behaviours and promote positive behaviours.

Both units have regular monthly meetings to discuss individual behavioural plans and targets, this was set up last year and has been very successful in providing a consistent, positive approach and therefore the young people have been happy and settled and the incidents of aggression have been minimal. This has enabled staff to have additional supportive time to communicate and reflect upon the needs of the children and young people.

HEALTH AND SAFETY

The centre is subject to Departmental of Health and Safety policies and displays a Health and Safety poster in the main office. All staff have a responsibility for keeping themselves, their colleagues and the children in their care as safe as possible. The usual procedures are followed when accidents or injuries occur, all relevant paperwork filled out and copied to the City's Health and Safety Officer and followed up where necessary. Health and Safety issues are regularly discussed at staff meetings and are an agenda item in all staff supervisions.

There is a Risk Assessment file on both the Sun and Star Units, which contain the risk assessments. Staff read and keep up to date with them all, they are also e mailed to staff.

Significant incidents are dealt with in accordance with the Ofsted standards and departmental policies.

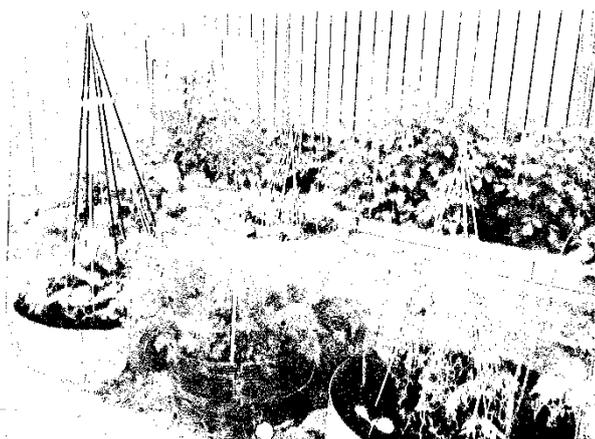
FIRE SAFETY

The building has a fire certificate and is fully alarmed in accordance with the Fire Regulations. Fire alarms are tested weekly and full evacuations of the building take place 4 times a year, with 2 at night. All equipment is tested when due by LIFTCo company contractors, the results of which are recorded in the Fire File.

All staff receives Fire Training annually. Correct procedures for evaluation of the building at any time of day are part of our induction process and all staff are made aware of these. All Staff have completed the e-learning corporate fire awareness training.

PROMOTING HEALTHY LIFESTYLE

Staff promote a healthy lifestyle through diet and activities. We have a garden to promote fresh food and young people are encouraged to be involved with this. We promote activities which encourage young people to be more active; dancing, walking, positioning out of wheelchairs, trampoline, scooter and gardening.



MEDICATION AND UNDERTAKING CLINICAL PROCEDURES

The centre adheres to the Derbyshire Healthcare Foundation Trust (DHCFT) Medicines Code. Consent is taken from a parent / carer for the administration of medication at the Light House and this is then reconciled with either the General Practitioner or the Paediatrician. Once this process has been completed the medications are transcribed in line with the DHCFT transcription policy by a nurse. It is then checked and countersigned by a second nurse.

Clinical procedures are generally completed by the nursing team with a small number of social care staff trained in very specific techniques for some children.

Once the children have had their health needs assessed they will be given a dependency score which will help to determine the level of nursing / clinical support required. We have good links with Complex Behavioural Service and Child and Adolescent Mental Health Service. All young people are allocated a Named Nurse who works alongside social care staff.

MISSING CHILDREN

Should a child go missing from the centre, staff follow the Missing Person's Protocol. If a search of the building proves negative, an immediate search of the local vicinity will be carried out by as many staff as can be safely released whilst the senior on duty contacts the police without delay. Local police have had a copy of the flow chart and are aware of the vulnerable young people at The Lighthouse and the need for immediate action. There is the protocol in all Care Plans. All staff are aware of the protocol.

Parents or Carers would be contacted immediately and all events recorded. Afterwards, an investigation would be launched and risk assessments drawn up in order to prevent reoccurrence. Ofsted informed.

CHILD SEXUAL EXPLOITATION

The home has a CSE Champion who works with the CSE Strategy Manager to obtain resources and intelligence for the team. We are alert to the dangers young people face and work closely with Social Workers, Police and other agencies to ensure any risks they face are carefully managed. We support young people to enjoy themselves but make sensible decisions and take responsibility for their own safety.

CONTACT WITH PARENT/CARERS

Children live at home with parents and use the centre for short breaks. Telephone contact does occur, and is welcome. Staff contact parents with queries about medication, equipment that a child may bring, or if a child appears 'out of sorts'. Children have the use of a private phone if they wish to contact their parent/carers or they may wish a member of staff team to do this on their behalf.

COMPLAINTS AND REPRESENTATIONS

Our aim at the centre is to make sure the children in our care receive the best quality care possible and that their stays with us are happy, safe and stimulating. All complaints therefore are taken seriously and dealt with quickly, sensitively and in a professional and sincere manner. If the problem cannot be successfully dealt with at this stage, the next level of the complaints procedure is instigated.

Complaints should be addressed to one of the following:

Complaints manager
Derbyshire Health care foundation trust
Bramble House
Kingsway Hospital
Derby
01332 623700

Sam Watts
Home Manager
The Light House
St Marks Road
Derwent
DE21 6AL

Duty Inspector Ofsted
National Business Unit
Royal Exchange Building
St Anne's Square
Manchester
M2 7LA
0300 123 1231
enquires@ofsted.gov.uk

Julie Maunder
Deputy Head of
Service
The Light House
St Marks Road
Derwent
Derby
DE21 6AL

TRANSITION TO ADULT SERVICES

A transition group meets bi-monthly to discuss children who are coming up to adulthood in order to try to facilitate a smooth transition to adult services. The group has representatives from both children's and adult social care, health and education.

COUNTERING BULLYING

Should bullying occur at the centre, staff would discuss strategies to counter the problem and all staff would adhere to the decisions agreed. It is possible to offer a short break at different times in order to alleviate a specific problem.

STAFF GUIDANCE ON SEARCHING A CHILD'S POSSESSIONS

Derby City Council has a comprehensive policy on searching a child's bedroom, which can be found in the children's Residential Policies and Procedures.

CHILDREN'S GUIDE

We have a child friendly booklet of the service to help children understand their stays at the centre.

Date Produced:	January 2006
Reviewed:	March 2012
Next Review:	November 2013
Updated:	August 2013
Updated	July 2014
Updated	March 2016
Updated	January 2017
Updated	September 2017
Updated	September 2018