



Granville Lodge

Statement of Purpose

Updated: August 2020
Review: August 2021 or upon change

STATEMENT OF PURPOSE

This statement of Purpose is designed to be read, easily understood and available to a wide spectrum of people including the children and young people who may wish to access our care, staff working within our home, parents/carers of the children and young people as well as professionals involved in their care. We welcome any comments as to the content and information in this document.

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Section 1	A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.
Section 2	Details of the home's ethos, the outcomes that the home seeks to achieve and its approach to achieving them.
Section 3	A description of the accommodation offered by the home, including:- a) how accommodation has been adapted to the needs of the children; b) the age range, number and sex of children for whom it is intended that accommodation is to be provided; and c) the type of accommodation, including sleeping accommodation
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SECTION 1

A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.

Granville Lodge provides a residential care resource offering long term and short term breaks for up to 9 children and young people aged 5 – 18 who have complex physical health needs, which may include multiple disabilities. There may be the ability to allow permanent placements to stay beyond their 19th birthday if they are in full time education, or a suitable placement cannot be found, this is in-line with Ofsted's 'Wholly and Mainly' guidance. This guidance does not relate to short break care. Young people accessing Granville Lodge on a short break basis will need to have made alternative arrangements by their 18th birthday. The resource is offered regardless of gender, race, ethnic origin or culture, we work alongside parent and carers to create a package of care which both supports the child and the family as whole.

SECTION 2

Details of the home's ethos, the outcomes that the home seeks to achieve and its approach to achieving them.

Staff at Granville Lodge believe that each child is unique and as far as possible their individual needs should be met and their potential developed regardless of their disability. We feel that this is best achieved in a stimulating environment of nurture, care and consistency, where the children have confidence in the staff and feel safe.

We believe that children/young people should be recognised, respected, consulted and given choice. Children/young people should have a good quality of life, are given equal chances and are able to live positive and productive lives.

Our approach is based on the recognition that each child/young person is an individual with unique experiences and needs. Our care plans are responsive to this and aim to promote growth and development in the following areas; health, education, personal identity, family, social relationships, social presentation, emotional and behavioural development and wherever possible self care skills, and independence helping individuals to reach their full potential. The principles and regulations of the Children Act 1989 and the Children Act 2004, the Quality Standards in line with the Children's Homes Regulations 2015 guide our work.

We aim to improve the children/young people's lives.

We hope to achieve this by:-

- Promoting opportunities to help disabled children and young people achieve their full potential.
- Provide accommodation, which is suitably adapted and meets the needs of disabled children.
- Provide a safe and supportive environment where children and young people are listened to and encouraged to express their needs, wishes and feelings.
- Promote confidence and independence.
- Provide opportunities for children and young people to make choices.
- Develop individual care programmes to meet the needs of each child or young person.
- Work in partnership with children, their families and significant others.

In Granville we have set out a framework of outcomes that we feel best suit the children/young people for whom we care.

Fundamental Outcomes

- Physical and emotional well-being – the need to ensure and maintain physical health and emotional wellbeing.
- Communication - ensure other people understand each child’s means of communication; this in turn will help to promote a feeling of security and self-esteem for the child/young person.

Higher Level Outcomes

- Enjoying and achieving – allow children and young people to socialise and have friends and have access to friends at school, being able to participate in mainstream activities.
- Making a positive contribution – having access to opportunities and activities and being part of the local community. Being involved in decisions that affect their lives.

SECTION 3

A description of the accommodation offered by the home, including:-

- a) how accommodation has been adapted to the needs of the children;**
- b) the age range, number and sex of children for whom it is intended that accommodation is to be provided; and**
- c) the type of accommodation, including sleeping accommodation**

Granville Lodge provides long term permanent and short term break accommodation for children/young people aged 5 – 18th birthday who have been diagnosed with life limiting health conditions and/or profound and multiple learning disabilities. Granville Lodge can accept a maximum of 6 long stay

children and 3 short break children with admissions for short breaks being planned to allow individualised care for all children within Granville Lodge.

Granville Lodge provides accommodation for male and female from any race, ethnic origin or culture.

Granville Lodge is a large Victorian house in a residential area that has been suitably adapted to accommodate the needs of children/young people in a friendly, safe and relaxing atmosphere. Each child has their own bedroom which is their own space and which they can access whenever they wish, is decorated to their personal tastes with help and support from parents and others associated with the child. Children and young people are encouraged to socialise together in either of the communal lounges, dining room or activities room and within the wider community.

Granville Lodge has been specifically adapted for the needs of the children/young people who have profound and multiple disabilities. The home benefits from having fencing and walls surrounding the property, secure lighting and movement detectors to the side and rear. There is a large garden to the rear of the property.

A single bedroom policy operates at Granville Lodge. The home has 9 bedrooms, 1 bedroom is equipped with overhead tracking and hoist equipment, and we also have 3 other mobile hoists. All of the bedrooms have a profiling beds and are height adjustable we have some children who have specialists beds provided by OT service and have a Safe Space bed that can be used if required if a child is able to mobilise themselves, however all use of beds are risk assessed. All rooms have televisions with free view. Each room has a nurse call system, monitoring systems can be used if requested by parent/carer, and this is in the sole view of safeguarding the children/young people who have highly complex health needs. Monitoring devices are placed in the individual bedrooms and not in communal areas so as not to compromise the child/young person's right to privacy and dignity. Use of such devices will be identified in the Health plan (part of the overall care planning process)

We have two bathrooms one is equipped with a Jacuzzi bath this includes sensory lighting and music so that our children can have the most relaxing time when bathing, this bathroom has overhead tracking and hoisting equipment. The other has a shower facility with overhead hoist and specialist showering aids for use as needed.

There are 2 lounges with TV with Netflix, music systems and a cinema screening area. We have a dining area, an activity area, and a sensory room, with sensory lights, sensory equipment and sounds.

There is a large kitchen, meals will be prepared for the children/young people who can eat orally to their specific needs and requirements and specialist utensils are available to help with eating independently for those children/young people who are able. Their specific needs and requirements will be documented in their health plan, Healthy eating is promoted and encouraged. All allergens are displayed on the board in the dining area, for those people who may have food allergies and displayed within the kitchen area as a matter of good practice.

Exit doors are alarmed to ensure children/young people's safety and to alert staff if any attempt is made to leave the building or unauthorised persons attempt to gain entry. This is arranged to promote safeguarding. Due to their disabilities many of the children/young people are unaware of every day dangers to themselves and others.

Ramps provide wheelchair access to the building and into the garden area, our garden area is also fully accessible with a specialist wheelchair swing and decking area, we aim to be as self sufficient as possible and encourage the growing of vegetables, fruits and herbs, this area is also used as a sensory aspect for our children.

There is a computer E learning room which is solely used by the staff and a main office where paperwork is stored securely.

We have 2 minibuses with provision for up to 3/4 wheelchairs each. At Granville Lodge all staff will assist each child and young person to be able to continue with any interests or hobbies they may have.

SECTION 4

A description of the location of the home.

Granville Lodge is situated in a residential area in the northern part of Hartlepool. It is close to both the primary and secondary special schools and well placed to get to nearby shops, park, town centre and local beaches. The local hospital is approximately 2 miles away and the local Health Centre is 3 miles away. We have good links to the A1 and the A19 and the town centre is a 10 minute walk.

The local Church of England church is located at the end of the street.

SECTION 5

The arrangements for supporting the cultural, linguistic and religious needs of children.

Locally there are a range of places of worship and staff will ensure all reasonable steps are taken to enable children and young people to attend religious services and receive religious instruction of their or their parent's choice. Opportunities will also be provided for children and young people to follow the customs of their religion including any special dietary requirements and dress codes.

The necessary arrangements for this will be made in consultation with the child/young person's family.

Staff will endeavour to make every child/young person feel that positive consideration is being given to their religious persuasion and that any necessary facilities are provided, as far as is practicable that he/she would need to undertake his/her observance in keeping with his/her age.

Appropriate interpreters/mentors will be employed to assist a child or young person with linguistic needs.

SECTION 6

Details of who to contact if a person has a complaint about the home and how that person can access the home's complaint policy.

Every effort will be made to resolve complaints immediately through discussion and negotiation. Where it is not possible to do this informally or if a child/young person prefers then they can make a formal complaint to the Director of Services, our independent visitor or advocate, an independent investigation will follow or complaints directly to Ofsted can be made, if we feel a complaint is very serious we will also notify Ofsted of this.

Granville Lodge use the Company's complaints procedure. Information on how to complain is located around the building. All children/young people and their parents/carers on admission will be given information about the complaints procedure in a language and medium that takes account of their cultural background, preferences and or disability.

The children/young people can have access to a confidential advocacy service provided by NYAS, who visit each month, they are also able to contact their Independent Reviewing Officer or Social Worker and when required support will be offered.

SECTION 7

Details of how a person, body or organisation involved in the care or protection of a child can access the home's child protection policies or the behavior management policy.

Safeguarding policies and procedures are easily accessible for all staff, families or other interested parties these are situated in the staff office and front lobby. All children and young people have an up to date risk assessment which includes any safeguarding issues. The Manager and deputy manager are the lead persons for child protection and ensure safeguarding procedures are followed in the event of complaints or allegations are made against staff. The Manager will liaise with the LADO (Local Area Designated Officer for child protection).

Admission policies ensure children/young people and their parents are given a copy of the anti-bullying policy for the home. They also have a copy of the complaints policy and have easy access to helpful phone numbers to seek help. Risk Assessments are carried out in relation to bullying and outline steps taken to reduce the risk. These are reviewed and monitored on a monthly basis or upon any change.

The majority of children/young people who live or access Granville Lodge at present are immobile and require the assistance of staff for all mobility needs, have profound and multiple learning disabilities and do not have the capabilities or capacity to leave the building , in these circumstances it would be highly unlikely that they would go missing without authority but if this were the case then, should a child/young person who returned to Granville Lodge after a period of unauthorised absence will be welcomed back and staff on duty will talk to the child to explore the reasons behind the behaviour. Children and Young People will also be spoken to by the Police so they have the opportunity to share any concerns they may have about Granville Lodge or events which may have occurred whilst on unauthorised absence. Social Workers will be notified of any unauthorised absence, will be asked to visit and an independent interview will be offered to the child/young person by the safeguarding unit. In some cases unauthorised absences will trigger a need for those involved with the child/young person to meet and formally develop a strategy for managing the unauthorised absences. Our local area has also recently implemented the 'Philomena Protocol' which is an information sharing exercise with the local police to share information about children who have history of absenting themselves or being reported as missing, in doing so the police can dedicate resources into the welfare of the child and ensure cases are assessed on level of need and priority.

Health and Safety Policies ensure:

Granville Lodge is a safe place to live. It is protected by comprehensive safety systems including a burglar alarm, smoke detectors in all rooms, a fire alarm, emergency lighting system, fire fighting equipment, fire doors and three emergency exits on the ground floor. Each child/young person has an individual evacuation plan and each bedroom is equipped with an evac mat to ensure safe evacuation.

Each component of the systems is checked regularly in line with written procedures laid down by the company and Fire Brigade. The building is regularly inspected by the Fire Brigade and the fire fighting equipment are checked by a recognised provider in order to renew certification, which must be held on the premises. All electrical appliances are PAT tested. Boiler/Gas appliances are checked. Water and TMV temperature checks are completed monthly, with bathing temperature checks at the time of bathing.

Regular fire drills and training are carried out involving the children/young people; including at night to ensure the children/young people and staff are confident should there be an emergency. The fire alarm is checked and sounded weekly.

The following measures are also in place to promote the safety and welfare of the children/young people:

Monthly unannounced visits by people who are independent of the management of Granville Lodge and the registered provider to check and report on aspects of the running of the home and the welfare of the children/young people. The Registered Manager is expected to respond to recommendations made, unannounced visits by Ofsted. Inspectors are independent of the Company and their remit is to check whether standards are being met and to make recommendations for improvement. The Registered Manager is expected to respond to recommendations made.

All visitors other than family or friends of the children/young people to the establishment are required to produce proof of identity and are not allowed entry if unable to do so. A record of all visitors to the establishment is held recording the date, time and purpose of visit

VIEWS, WISHES AND FEELINGS

SECTION 8

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

To empower and give commitment to work positively with children/young people by encouraging them to take an active role in the organisation, development of service delivery and their care wherever possible using their preferred method of communication. Consultation takes place as and when appropriate within Granville Lodge with the child's/young person's keyworker/social worker or any staff of their choice to gain their views/preferences around the care they receive. The child's/young person's keyworker will act as advocate if they do not have the ability to consult on their preferences.

Granville Lodge provide access to an independent advocate through the National Youth Advocacy Service (NYAS). A NYAS advocate visits Granville Lodge on a monthly basis and ensures that the rights, wishes and feelings of the children and young people are respected. Whenever it is felt that there is a need, staff at Granville Lodge will refer a child to NYAS in order for the child to have their own advocate. Often the advocate will be working in a "non- instructed" way.

All children/young people will be encouraged to contribute to their reports and to attend review meetings and will be given the appropriate support if required. An independent reviewing officer/social worker (chairperson) will be available to consult with the children and young people in private about their placement and their plans where appropriate. Parents and carers will also be invited and supported to attend unless there are clear reasons why this would be inappropriate. Other professional or significant people who have a contribution to make to the planning process for the children or young person will also be invited to attend unless the child/young person or their parent has expressed a wish that a particular individual is not invited.

Prior to each stay for short break children staff contact the parents and carers by way of a courtesy call to establish any change of care, health needs or anything of any importance. Wherever possible or practicable staff to speak to the child/young person about their forthcoming stay, when a child attends for respite they have a selection of personal belongings that remain at Granville Lodge, this includes their own bedding, posters pictures of family etc so that children will always feel that there room is theirs, this is completed with consultation with the individual child and parents and carers.

SECTION 9

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

- a) anti-discriminatory practice in respect of children and their families; and
- b) children's rights.

Granville Lodge staff believes in equality of opportunity for all children/young people regardless of race, gender, ethnicity, religion, culture, language, sexuality, impairment or disability. Granville Lodge staff is committed to ensuring all children/young people have their rights upheld.

Staff endeavour, to be good role models for children/young people by themselves behaving in a manner which is non-oppressive and by challenging any discriminatory attitudes or practices.

All staff at Granville Lodge will be proactive in their approach to fully understanding the concept of Children's Rights and the relationship of these Rights with their Responsibilities:

- The right not to be ill treated but the responsibility not to ill-treat others.
- The right to be cared for and the responsibility to care about others.
- The right not to be put at risk and the responsibility not to put others at risk.
- The right to be heard and the responsibility to listen to others.
- The right not to be discriminated against and the responsibility not to make discriminatory remarks, or take discriminatory action.

The Huntercombe Group is committed to ensuring that all staff are aware of the issues of inequality and adhere to the principles of the Equality Act 2010 and that staff also undertake Equality and Diversity training.

EDUCATION

SECTION 10

Details of provision to support children with special educational needs

The education and achievement of children is actively promoted as valuable in itself and as part of their preparation for adulthood. Children/young people are supported to achieve their educational potential.

All service users at Granville Lodge will have a Statement of Special Education Need/EHC Plan.

Granville Lodge works closely with all educational establishments where the children/young people attend. Staff make it a priority to attend all Annual IEP/PEP meetings, Statement of Special Educational Needs/Education, Health and Care meetings to ensure the team are aware of education issues for the child/young person and these are addressed in their care plans. Staff also attends 'parents' evening of the children/young people who live in Granville Lodge and celebrate their achievements in the same way a family does.

Children/young people are provided with the appropriate transport to take them to and from school. Granville Lodge liaises with all Local Authorities transport departments to ensure consistency of transport arrangements and support services. Should there be immediate issues with transport arrangements we will use our own transport depending upon availability, to transport to and from school.

Granville Lodge liaises closely with schools and teachers in regards levels of attainments of the children and young people, and try to work alongside targets set at school. Children/young people where possible always attended after school clubs which support their learning and develop their relationships further than the usual day of schooling.

The registered manager is also the vice chair of Hartlepool Aspire Trust and sits on the trustee board, financial and standards committees for Catcote Academy which is the local SEN secondary provider. She maintains termly visits as also acts in capacity of safeguarding, Pupil premium and LAC assigned trustee.

SECTION 11

If the home is registered as a school, details of the curriculum provided by the home and the management and structure of the arrangements for education.

Granville Lodge is not registered as a school but we do work very closely with the schools where the children/young people who live or stay on a short break basis attend.

SECTION 12

If the home is not registered as a school, the arrangements for children to attend local schools and the provision made by the home to promote children's educational achievement.

Granville Lodge will work with parents, social workers to ensure that the children/young people can attend school whilst living or staying here. We work closely with the transport organisations and the local authorities on the travel arrangements for each individual child. If it is requested that a child or young person who is staying on a short break basis still accesses school then we may be able to offer that service through careful planning with parents, the school and ourselves, we would always promote attendance at school for all of the children/young people who live or stay with us.

ENJOYMENT AND ACHIEVEMENT

SECTION 13

The arrangement for enabling children to take part in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical and social interests and skills.

Granville Lodge offers a range of activities which children and young people are free to participate in. There are opportunities for the children and young people to go on outings to shops, parks, local beaches, leisure activities, concerts/shows, participating in charitable events and outings on the unit's minibuses. Granville Lodge also has a large garden with a wheelchair swing in place.

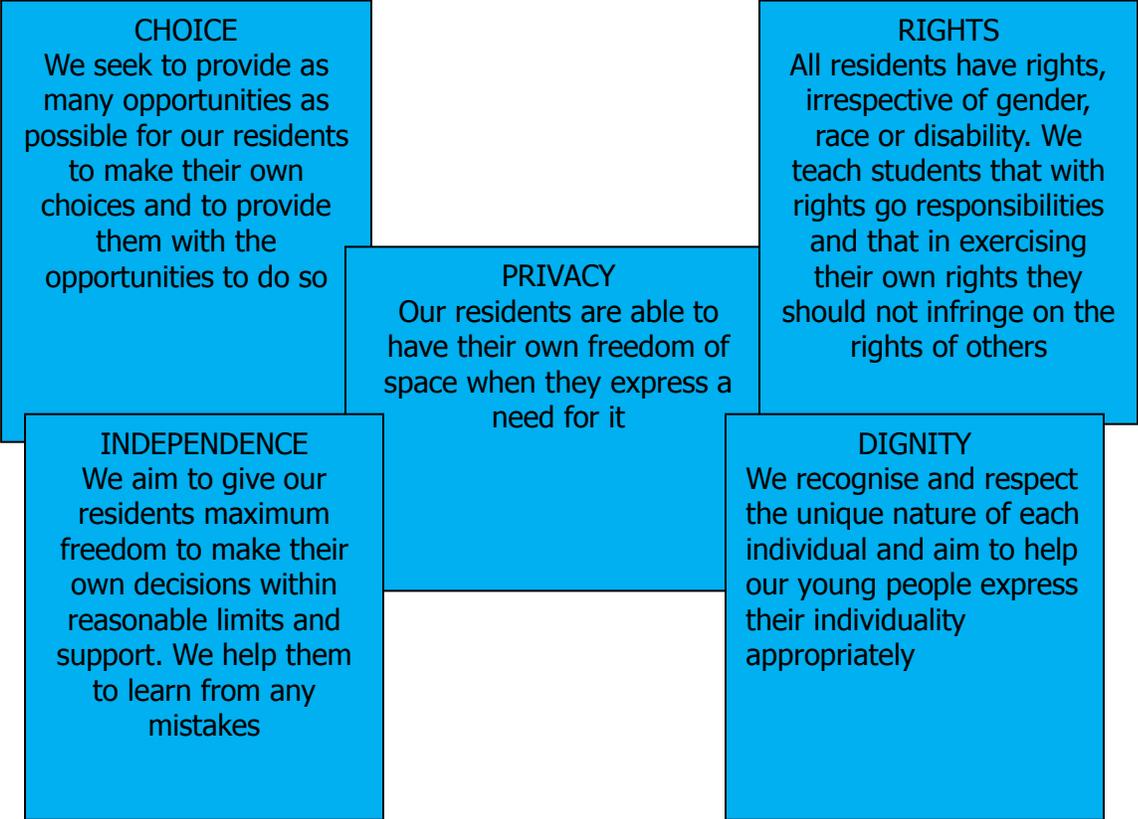
All activities will be carefully planned and take into account their race, culture, language, religion, interests, abilities and disabilities.

Birthdays, named days, cultural and religious festivals are celebrated and children/young people will be encouraged and supported in participating with staff in planning these events together. The children/young people where able are consulted regularly to plan activities and to make their views

know regarding any leisure activities and hobbies, if unable to communicate we work with those who know the children well and we evidence how activities have been enjoyed so to ensure development of knowledge of likes and dislikes.

Children/young people have a choice of indoor activities such as Television, DVD's, I pad, games, sensory toys, sensory room, craft equipment. It is important to consider the social value of social skills integration and negotiation as well as one to one support for the children and young people in our care.

We believe that our young people have the right to expect opportunities for participation, choice, dignity, respect and equality with opportunities for consultation and a "voice". We abide by the Charter of Rights for Children adopted by the United Nations Convention. We want our young people to feel safe, happy, secure and valued, believing that when these conditions exist effective learning and the development of independence can take place. Our relationships with the young people are therefore governed by the following principles:



HEALTH

SECTION 14

Details of any healthcare or therapy provided including:-

- a) details of the qualifications supervision of the staff involved in providing any healthcare or therapy; and**
- b) information about how the effectiveness of any healthcare or therapy provided is measured, the evidence demonstrating its effectiveness and details of how the information or the device can be accessed.**

All children/young people who use Granville Lodge all have individual health needs met by doctors and a range of health professionals. These arrangements will be reviewed and updated with parents/carers prior to every stay at Granville Lodge. For children/young people who live in Granville Lodge staff members liaise with all health professionals, attend all health appointments, ensure that appointments are made for dental, optical checks and any other health needs the child may have.

The nature of our service means that health needs are of significant importance and Granville Lodge staff will work closely with parents, carers and health professionals to ensure these needs are met whilst the child/young person stays at Granville Lodge.

- Granville Lodge operates a no smoking policy
- The children/young people are offered a varied and healthy diet and cultural needs and preferences are met.
- Children and young people are actively encouraged to partake in a range of stimulating indoor and outdoor activities, regular exercise is encouraged and the development of individual hobbies and interest are promoted and supported.
- Personal Care needs will be carried out to the highest standards and the children and young people are encouraged to be as independent as possible.

Granville Lodge also benefits from the support given by the Community Paediatric Nursing Team, Epilepsy Nurse, local Occupational and Physiotherapists. All of these contribute to the creation of a healthy environment in which promotion of good general health and well-being is achieved.

Staff are trained in matters relating to paediatric first aid, food hygiene, COSHH. Also staff have specialised training in areas such as epilepsy awareness, including the administration of emergency medication, gastrostomy feeding/care, tracheostomy changing and care, the use of suction and cough assist machines.

MEDICATIONS

All medications are stored and administered in accordance with the Company's Guidelines and Medication Policy and Procedures. Medication is only administered by Care staff that have been trained in level 3 Safe Handling of Medicines every three years, competency assessed, for the remainder of the staff as a matter of good practice all staff also complete the online medication courses every three years and these staff also witness the medication being prepared for administration.

Homely remedies will only be administered when a consent form is signed by the parent/carer, Social Worker, GP or Consultant or if the remedy is prescribed.

POSITIVE RELATIONSHIPS

SECTION 15

The arrangement for promoting contact between children and their families and friends.

Staff encourages and support children and young people to maintain contact with their family, friends and relatives and significant others in accordance with their care plan, risk assessments, their wishes and level of need. Any restrictions on contact for the protection of the child or young person are clear. Contact by visits, telephone, electronic and letters are facilitated where there are no such restrictions. Where appropriate the children and young people are encouraged to invite friends to visit them at Granville Lodge.

Children and young people are informed that they have access to a telephone, electronic equipment and writing materials.

Children/young people are provided with practical support helping them to make telephone calls, face time calls and family members may be transported to the home to visit as is appropriate.

SECTION 16

A Description of the home's approach to the monitoring and surveillance of children.

Granville Lodge has outside security lighting and movement detectors that cover all boundaries of the home. There are three waking night staff that carry out regular security checks of the building throughout the night. Exit doors are locked and fitted with alarms.

Some children/young people have sound/visual monitors in their bedrooms this is due to the complexity of their needs. Agreement for the use of these is made with the family/carer or Social Worker and will be contained in individual care plans.

SECTION 17

Details of the home's approach to behavioural support, including information about;-
a) the home's approach to restraint in relation to children; and
b) how persons working in the home are trained in restraint and how their competence is assessed.

Due to the disabilities and complex health needs of the children/young people who live and access Granville Lodge we do not have or admit children/young people who may display forms of physically challenging behaviour this is to safeguard the children/young people who already live or stay in Granville Lodge.

Children/young people who are mobile will have a risk assessment in relation to their individual mobility needs; this is completed to ensure there is no threat to the children/young people who are immobile. All forms of behaviour will be monitored and if at any time the staff in Granville Lodge feel that the child's/young person's behaviour is becoming in any way challenging and pose a threat to the other users of Granville Lodge, we will speak to the parents/carers and Social Workers and the child/young person may be discharged from our care with transition to an appropriate service.

Staff in Granville Lodge do not require any positive handling training as the children/young people do not have any form or present with behaviours that challenge that would require use of any handling.

LEADERSHIP AND MANAGEMENT

SECTION 18

The name and work address of;-
a) the registered provider
b) the responsible individual (if one is nominated); and
c) the registered manager

The Registered Provider is:

Atlas Healthcare Ltd
Norcliffe House
Station Road
Wilmslow
Cheshire
SK9 1BU
Company Secretary is Abigail Mattison

The Registered Manager is: Gillian Fletcher
Granville Lodge
24 Granville Avenue
Hartlepool
TS26 8ND
Tel: 01429 222247
Email: Gillian.Fletcher@huntercombe.com

The Responsible Individual & Operational Services Director is:

Maureen Richardson
The Huntercombe Group
Tel +44 (0)777 3961 766
Email Maureen.Richardson@huntercombe.com

The Ofsted Inspector is: Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk

Safeguarding: Phil Curtis (LADO)
Hartlepool Safeguarding Children Board
Child & Adult Services
Level 4 Civic Centre
Hartlepool,
TS24 8AY
Tel: 01429 523825
Email: phil.curtis@hartlepool.gov.uk

Children's Commissioner for England Anne Longfield
The Office of the Children's Commissioner
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT
Tel: 020 7783 8330
Email: info.request@childrenscommissioner.gsi.gov.uk

SECTION 19

Details of the experience and qualifications of staff, including any staff commissioned to provide education or health care.

Gillian Fletcher –Manager	<p>Gillian has worked with children since 2007 after she graduated from University with her LLB Law with Criminology. She has worked with the Youth Justice Board in relation to remanded young people and worked within residential care for children with emotional and social behavioral difficulties. She remained in post climbing the ladder until 2013 where she changed her expertise to children with disabilities progressing from deputy manager within the Percy Hedley Foundation to Residential Manager. During this period Gillian worked with ranging children from all walks of life and differentiating disabilities from the severely complex, children affected by severe autism to children registered as Blind and Deaf. Gillian Joined Granville Lodge in January 2016. Gillian has knowledge and skill base with various training and level 5 in Leadership and Management for Residential Childcare, Gillian is also a trustee at Catcote Academy where she advocates for the educational needs of children with disabilities, sits on the standards & finance committee and is the safeguarding, pupil premium and LAC trustee for the academy, our local specialist education provider.</p>
Stevie Daley– Deputy Manager	<p>Stevie has worked with young people with challenging behavior at the local Pupil Referral Unit and has completed a Degree in Youth Work. Stevie has worked at Granville Lodge since 2013. Stevie has completed her level 3 Diploma in Health and Social Care (children and young people) Stevie is also our CEOP ambassador. She began her contract for deputy manager in November 2019 after being a Team leader for several years. Stevie will be completing level 5 qualification in the very near future.</p>
Abigail Withers Team Leader	<p>Abigail was a Registered Sick Children's Nurse until lapsing her registration in 2016 to concentrate upon her role within Granville Lodge. During her Nursing Degree she worked on the Children's ward at the RVI in Newcastle, she also enjoyed a placement in St Oswald's hospice, here she worked with and cared for children and young people with PMLD and Complex Health needs along with Palliative</p>

	Care. Abigail has worked at Granville Lodge since 2013,
Angela Bates Team Leader	Angela is a very experienced Team Leader having worked at Granville Lodge since 2004, she originally worked alongside the nursing care staff when Granville Lodge provided this service many years ago, her knowledge in relation to health care needs is second to none. She has NVQ level 2 and 3, in children and young people.
Geoff Hillan Team Leader	Geoff has a wealth of experience from working with children with physical disabilities and challenging behaviours in social care environments and residential settings for the past 20 years. Geoff has NVQ 3 in Children and Young People. Geoff has worked at Granville Lodge since 2010. Geoff is also part of our in house moving and handling trainer team.
Vivian Bowe Team Leader	Viv has wide experience of working with young people in transitional settings, and has experiences of additional needs care within her own family, she is very supportive and can relate to our children's family needs and is always on hand to provide the extra support that may be required. She has NVQ 3 in Children and Young People. Viv has worked in Granville Lodge since 2010.
Amanda Pattison Team Leader	Amanda has experience of working in a social care and community settings and has training in childcare. Amanda has NVQ 3 Health and Social Care (Children and Young People). Amanda has worked in Granville Lodge since 2009.
Kayleigh Cairns Acting Team Leader/ Support Worker	Kayleigh joined Granville in 2017 as a support worker on bank but as soon as contracted hours became available Kayleigh became a contacted support, she has completed her level 3 Diploma Residential Childcare.in 2019. Kayleigh had previously worked in adult services in a residential setting, Kayleigh has been developing her skills in relation to leading the shift and supports with cover when required.
Leanne Bell Acting Team Leader/ Support Worker	Leanne joined Granville in 2017 as a support worker on bank, she loved working with the young people. Leanne went on maternity leave but wanted to return to Granville, we were so impressed with her as a support worker on bank we offered her contracted hours and Leanne has completed her level 3 Diploma Residential Childcare. Leanne has an undergraduate diploma in childcare and

	<p>education and has experience in a number of placements during her course. Leanne has been developing her skills in relation to leading the shift and supports with cover when required.</p>
<p>Jo Jobson Support Worker</p>	<p>Jo has worked for a number of years in social care settings and has experience of working with children and young people. Jo has worked at Granville Lodge since 2007. She has NVQ 3 Health and Social Care (Children and Young People).</p>
<p>Michelle Preston Support Worker</p>	<p>Michelle has extensive experience of working with children and young people. She has completed her Diploma in health and Social Care (children and young people). Michelle has worked at Granville lodge since 2013 but previously worked at our sister home in Stockton with children with challenging behaviour.</p>
<p>Sheila Gallagher Support Worker</p>	<p>Sheila is a Support Worker. She has extensive experience of social care and has worked for numerous years with Children and Young People within the Huntercombe Group, she has worked at Granville Lodge since 2000. She has NVQ 3 Health and Social Care (Children and Young People)</p>
<p>Gillian Hornsey Support Worker</p>	<p>Gillian joined the team at Granville Lodge in 2014 as she wanted to explore her skills base in relation to providing care. Gillian has extensive experience working in Adult residential care settings. Gillian has a NVQ Level 2 in Health and Social Care. Gillian has completed her Level 3 Health and Social Care Children and Young People.</p>
<p>Nicola Hewitt Support Worker</p>	<p>Nicola commenced working at Granville Lodge in 2016, she wanted to change her working life to provide care for children with additional needs, Nicola previously worked in a local shop but feels that working at Granville Lodge is much more rewarding, she brings experience of bringing her own family up and has completed her level 3 Diploma Residential Childcare.</p>
<p>Carmen Hotoran Support Worker</p>	<p>Carmen commenced working at Granville Lodge in 2016, she initially moved to Britain to support her family and husband in his career move, she has worked voluntary for charities such as Alice House Hospice, Carmen has completed her level 3 Diploma Residential Childcare.</p>

Leanne Mann Support Worker	Leanne has worked as a Nursery Nurse and has also worked within Residential Care settings with both Adults and Young People with complex disabilities. Leanne has NVQ Level 2 in Health and Social Care and Level 2 in Early years and Education. Leanne has completed her Level 3 Health and Social Care Children and Young People. Leanne initially was employed as a bank worker but loved the children so much that she felt it was time to enhance her role to contracted hours. Leanne has worked at Granville Lodge since 2014.
Suzanne Murphy Support Worker	Suzanne joined Granville in February 2020 and soon become a contracted member of staff in April 2020, she has worked in community projects leading the support for families and children, she also worked with young adults with learning disabilities in promoting their independence, She attained her level 3 qualification in 2006
Susan Critchlow Support Worker	Susan joined Granville in 2016 as a bank worker, then had a break of service to focus on her teaching of social care qualifications in late 2018, before returning in 2019. She has a wealth of knowledge in relation to care. Susan has previous completed the level 3 NVQ qualification in relation to children and young people.
Julie Pattison Support Worker	Julie commenced employment with Granville in 2017 on bank basis before taking a break from the service to expand her educational knowledge, she rejoined in 2019. Julie has experience in residential care settings and SEN schools. Julie has commenced her level 3 Diploma Residential Childcare.
Tracey Leonard Support Worker	Tracey started in late 2018 as a bank worker but became a contracted support in 2019. Tracey was previously a Nursery Nurse, she is trained to level 3 in Childcare, her move with us is enabling Tracey to expand her working knowledge.
Claire Lilley Support Worker	Claire joined the Granville bank team in January 2020. Claire comes to us from a social care back ground, supporting people with learning disabilities in residential settings. Claire is in process of being signed up to the her level 3 Diploma Residential Childcare.

Lisa Bain Support Worker (Bank)	Lisa joined the team at Granville in January 2020. Lisa is an experienced practitioner who has devoted recent years to being a foster carer for the local authority. Lisa has worked in children's short breaks services as well as supporting children and young people with learning disabilities out in the community. Lisa is qualified to level 4 in health and social care – children and young people
Penny Chappell Support Worker (bank)	Penny has just started with us in 2018. Penny has lots of experience working as a Home Care Worker in her past, she missed the one to one contact supporting vulnerable people and wanted to return to care especially working with children. Penny in process of being signed up to the her level 3 Diploma Residential Childcare.
Karen Littlewood Support Worker (Bank)	Karen joined the Team at Granville in April 2020, she has worked extensively in the Butterwick Hospice caring for sick children, she also recently took a personal assistant post on a private basis for a local young man who was traumatically injured, she feels working on our bank team keeps her involved with children's care
Phil Nichol Maintenance	Phil has extensive experience in a number of skills related to maintenance, he supports our children when needed to drive our bus and revels in the paperwork side of health and safety.
Karen Liddle Cook	Karen has experience of cooking in social care settings and has NVQ 2 in Catering and Hospitality, she enjoys the unique aspects of maintaining the nutritional needs for our oral eaters.
Michelle Lahney Administrator	Michelle has experience of Administration and Finance in a wide variety of settings, she supports the administration of the day to day running of our home, from recruitment, the finances and ensures everything is ship shape.

SECTION 20

Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education or health care.

It is recognised that in order to provide good quality care for the children and young people who use our service, staff need to be appropriately skilled, trained and qualified. They also need ongoing support and supervision.

Staff has formal supervision every 6-8 weeks with a member of the Management Team and collective supervision during team meetings on a monthly basis. Less experienced staff are supported and supervised every shift by an experienced member of staff or the management team. A record of their induction monitors their initial progress. Staff are appraised annually and where appropriate to role, internal and external training courses are made available to enhance their skills, improves their knowledge. All permanent staff are part of a Core key work team lead by team leader, they meet on a monthly basis to discuss their key child, upcoming appointments, discuss actions that need to be taken, this ensures that staff are continually aware of their child's needs and the progress they are making.

The staff team is made up of both female and male staff to allow the children/young people and their parents and carers choices of who will attend to their child/young person's personal care which includes bathing, toileting etc, we advise within assessment that we have a mix sex team but that our ratio is mainly female however there may be occasion where both a male and female staff member together will complete personal care for the child, this is the case unless specific instructions are advised, and two staff members must be present for moving and handling purposes. If a child attending has the ability to choose themselves they will be asked before the procedure is commenced as to whom they would like to support them, otherwise the choice is made by the parent /carer on their behalf. Further consultation with parents/carers will be maintained within each child's six monthly review to monitor the choice made and make changes where necessary, This allows the children/young people the opportunity to have any discussions with staff members of their choice, which supports role models in the home.

Staff are individually competent assessed in relation to health care procedures such as Peg feeding, emergency medication and tracheostomy care, all staff are trained in medication but staff who are level 3 trained take the role of general administration and are competency assessed for this level, and then supported with preparation from a support worker training in the online medication training.

SECTION 21

If the staff are all of one sex, or mainly of one sex, a description of how the home promotes appropriate role models of both sexes.

The Registered Manager is available Monday to Friday usually during office hours. There is flexibility to enable the manager to have some out of hours contact time with service users, with evening staff and with Waking Nights staff and to do the occasional waking night shift or day shift, she is also contactable in emergency event and staff are aware of on call processes.

At Granville Lodge the Rota is provided at least 4 weeks in advance and is based on the following standards.

A fifteen minute handover is incorporated into the Rota. This is both written and verbal, the completion is to allow staff to share any relevant information and plan the shift.

At all times we will have a minimum of number support staff on duty when children are present, one of which will be Team Leader, for example for 6 children we have 5 staff present, appointments outings and supervised contacts are also staffed. If requested 1-1 support can be provided. This is further increased according to the needs and amount of the children and young people in the unit.

At weekends and during school holiday's staff will be on duty between 7.00am and 7.00pm with further flexibility of later shifts to allow for activities and individual preferences of children.

The staff will comprise of a Team Leader and the relevant number of Support Staff as to the numbers of children and providing 1-1 support as required for outings and activities.

Care staff are supported by ancillary staff with the cook working 3.5 days per week including weekends, 1 housekeeper works 24 hours within the week, 1 Maintenance Personnel works 08.00am to 4pm 4 days per week. Administration support works 09.00am to 3.00pm 2 days per week.

Overnight arrangements

The usual arrangements are we have 1 Team Leader and 2 staff completing waking nights.

The Manager, Deputy Manager and Team Leaders have overall responsibility for the service and standards. Duties include:

- The day to day running of the service
- Knowledge of service recipients
- Monitoring of service delivery
- Staff supervision

The manager is responsible for the supervision of the Deputy Manager, the Deputy Manager is responsible for the supervision of Team leaders and acting team leaders and ancillary staff, team leaders supervise the support workers within their core team.

Additionally the Home has available, a bank staff team, who are employed as and when required to cover staff absence, ensuring appropriate staffing ratios are maintained, we do ask that our bank workers complete a minimum of 24 hours per month so that they are current with children's needs and their training and supervisions.

At Granville Lodge all child care staff are appropriately qualified or working towards this. Bank staff also work towards the level 3 Diploma in residential Childcare if not already in possession of equivalent qualification. All new staff will undertake the Diploma within 6 months of confirmation of employment. This award ensures staff has knowledge of child development, child protection, child health education

and social issues, managing challenging behavior, issues of race, ethnicity, religion and culture, residential child care skills, anti-oppressive and anti-discriminatory practice, The Children Act, Health and Safety Legislation and other relevant legislation.

We hold monthly staff meetings with all staff and also team leader meetings for consistent information sharing and support management, team leaders hold monthly core team meetings with their individual team in relation to their nominated child.

CARE PLANNING

SECTION 22

Any criteria used for the admission of children to the home, including to the home, including any policies and procedures for emergency admissions

The legal basis for provision of a residential service will be Section 17, Section 20, section 31 or Section 47 of The Children's Act. We can accommodate up to 6 permanent children/young people with a further 3 on short break care.

We can accept admission on a planned basis but also on an emergency basis. A comprehensive assessment of need must be carried out to establish whether a child or young person's needs can be met.

When bookings are being arranged, due regard will be given to:

- The staff and the ability of the unit to offer care required
- The potential adverse affects upon other service users
- The mix of the resident group
- The needs of the children/young people as a whole

Emergency Admissions

If a family is in crisis, consideration will be given to provide a short break or long term placement. A risk discussion of the current group of children/young people will be carried out and if this is deemed as an appropriate placement then it will go ahead.

The Social Worker needs to provide a Core Assessment/CIN Assessment and an appropriate LAC or CIN documents.

If the referral is agreed:

- A key working core team at Granville Lodge will be appointed
- The Social Worker will arrange introductory visits with a member the Key Working Team
- Granville Lodge Key Worker will visit the child/young person's parents/carer in their own home or arrange for them to come to Granville Lodge and complete a pre-admission assessment which will form the Care Plan and initial risk assessments.

Service users will continue to attend their usual place of education whilst staying at Granville Lodge if possible. Staff will endeavour to help and support the child/young person in matters of enhancing their educational attainment by assisting with homework. Granville Lodge will maintain regular contact with school staff and other educational professionals.

All service users at Granville Lodge have a Statement of Educational Need /EHC Plan. Whenever possible, Granville Lodge staff will contribute to its annual review.