



STATEMENT OF PURPOSE
&
FUNCTION
CHILDREN'S HOME / SHORT BREAK SERVICE

Date: 12th August 2016

Named Responsible Individual: Mr. Jacob Sorotzkin (Director)

Named Registered Manager: Mr. Philip Craig

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Bayis Sheli
Statement of Purpose & Function
May 2015
1st up-dated November 2015
2nd up-dated on 12th January 2016
3rd up-dated 12th August 2016

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1: Introduction

Welcome to the Statement of Purpose for Bayis Sheli Residential and Short Break Resource Home. Bayis Sheli is a registered charity (No1113631) and a Company limited by guarantee (No 5576781) Bayis Sheli was formed in 2006 for the purpose of operating a residential care home for disabled children and young people, particularly with a view to meeting the needs of Jewish children and young people for provision which is consistent with their culture and faith.

The children's homes address is: 1 St Kilda's road London N16 6BP info@bayissheli.org.uk
Bayis Sheli is a children's home set up to provide residential services for up to 8 children/young people with disabilities and special educational needs between ages 5yrs - 18yrs.

The children and young people have access to a user's 'kitchen, petting corner and large playrooms. All areas are equipped with a wide range of interactive equipment to enhance the opportunities for the children and young people.

All areas are wheelchair accessible. The building has 2 lifts offering access to all areas.

In Bayis Sheli we have a strong corporate belief that every child or young person, regardless of their disability has the same rights held by any child. Bayis Sheli focuses on offering life opportunities that promote inclusion and integration. The home ensures these opportunities are fully accessible in order that each individual child or young person can participate in the life of their local community.

During the child or young person's stay at Bayis Sheli they will be encouraged to access and engage in community facilities where a wide range of activities are offered. The home will also arrange trips out and access different events that expand on a child or young person's social experiences. Indoor activities will include arts and crafts, role play, interactive stories, educational toys, music, karaoke, computer games, swimming, and we have a film projector screen. Activities also include using the sensory and soft play facilities, developing independence skills such as cooking, domestic tasks, and handling money. Key workers will also plan specific key work sessions focusing on a particular issue that needs to be discussed, implementing training or behavioural programmes or supporting in developing a particular skill.

Bayis Sheli works in partnership with the child, young person and their family, with a focus that a supportive and child-led service is at the forefront of practice. Bayis Sheli also works in partnership with other professionals such as the families' social worker, education and health services. This ensures that a consistent and holistic approach to an individual's care is developed and maintained. Bayis Sheli believes every child has the right to be protected from harm, access appropriate education, lead a healthy life style, have the opportunity to participate in recreational activities, the right to form their own identity and the right to be heard. This belief underpins this Statement of Purpose and the work and ethics of the home.

The Statement of Purpose, in conjunction with the home's brochure, young people's guide and the Service Agreement, sets out clearly how the home will operate and offers all those who may access the home an understanding of the service they can expect. The home will continually strive to provide a high quality service that aims to reach an outstanding performance in all aspects of care. At the forefront of delivery is developing innovative ideas that are creative, and focus on meeting the needs of individual young people so their full potential can be achieved.

The service therefore is:

A children's home offering medium or long term care.

A short break service offering day care, overnights and support at home.

Jacob Sorotzkin

Philip Craig

Responsible Individual

Registered Manager's

Director

Bayis Sheli

Signed:

Signed:

2: Mission Statement

Bayis Sheli aims to provide high quality short-breaks and support services through a range of resources, in order to support children and young people to live within their family and community and to provide flexible support services to their parents or carers.

The service aims to provide a safe and nurturing environment for children and young people, based on the premise that their needs and welfare are paramount and should be met on an

individual basis. Bayis Sheli Residential and Short Break Resource Home will take into account and support appropriately the religious, racial, cultural and linguistic needs and background of all those that access its services.

This document has been written in accordance to the following statutory requirements:

- Children's Homes Regulations 2015 (special amendments Jan/April 2014)
- Quality Standards - Children Homes (Children's Home Regulation 2015)
- Care Standards Act 2000
- Children Act 1989 / 2004
- Every Disabled Child Matters
- Education and Inspection Act 2006

Philosophy

The primary aim of the home is that the rights of Disabled Children and Young People should be the same as those that are held by any other child and their wishes should be respected and valued.

As a Residential and Short Break Resource Home, providing care to a wide range of children, the home makes every effort to implement a care approach to individual children and young people that is consistent with the care provided by their parent or carer. Our overall aim is to:

- provide a service that recognises children's rights, promotes opportunities, provides a stimulating, creative and varied environment which is conducive to promoting the individual development, and maximises quality of life and independence.
- provide each child or young person with an individually designed care plan to enable them to develop skills and maximise their potential.
- To empower the child or young person to make informed choices about their lives and to express their needs, wishes and feelings.

The home adheres to the social model of disability when considering the needs of disabled people and their families. For Bayis Sheli this means developing a supportive and encouraging approach to provide both residential care and short breaks.

4: Aims

- The home will work closely with others involved in the care planning of a child or young person, e.g. social worker, schools, psychologists, physiotherapists, occupational therapists and health staff and form a team around the child approach.
- To develop comprehensive and consistent care plans, and individualised programmes with a focus on promoting independence.
- It is the aim of Bayis Sheli to provide an outreach package of support as an alternative to overnight stays, tea-visits or day care as the service grows and develops.
- To enable all children and young people to communicate their needs through a range of different communication methods.
- To provide a holistic service to a child or young person which is specific to their identified needs and encompasses their education, health, disability, physical and social development, religious, cultural and linguistic requirements.
- To provide a living and learning *environment* that is non-institutional, i.e. is comfortable and beautiful, as befitting a home away from home with extensive facilities for disabled children and young people.
- A home where each person is valued for who they are and what they have to give, and where each user's needs are met by care and therapy of a high standard.
- To welcome organisational change and development as befits a children's home that seeks to meet the changing needs of children with a disability and - or learning disabilities

4.1: Objectives

- To ensure that children or young people receive a good quality service.
- The needs of the child or young person are regularly reviewed and care support packages are consistent to their needs.
- Appropriate peer matching when identifying packages of short breaks.
- The home is maximised to it is full potential; however the safety and welfare of its service users are of paramount consideration.
- To act on representations or complaints according to the policy, and view such representations as a means of developing service delivery.
- To ensure that the views of the child and young person and parents and carers are valued and documented and that those views form a basis of change to service delivery.

3: Facilities and services provided at Bayis Sheli

The Building

Bayis Sheli Residential and Short Break Resource Home is situated in a busy and multi-cultural community that is close to central London. The home is in close proximity to a variety of local resources and facilities, including shops, a library, leisure centre and parks.

The residential provision is split over the ground and first floors. There are 16 single en-suite bedrooms.

There is a hydro-therapy pool, sensory room, soft play room, users' kitchen, petting corner and large playrooms. We aim to develop over time a sensory garden, music room and IT suite. All areas are equipped with a wide range of interactive equipment to enhance users' opportunities.

The main office space is located on the first floor and it is separated from the main communal areas by a connecting door. This area includes the medications room, manager's office and meeting room.

There are fire exits located on all floor's that allow for immediate access to the staircase leading to the external garden area.

Children Ahead

The top floor of Bayis Sheli is occupied by Children Ahead. Children Ahead is a registered charity that works with children and young people who have mild to moderate learning disabilities.

The charity works with all the local boys schools in the community and the Hackney learning trust, delivering therapy, guidance and learning support to children who are struggling with their education, social and emotional wellbeing.

Children and young people are able to access the service off Children Ahead through a separate door to Bayis Sheli. Entry is gained by the use off an intercom system which is situated at the front gates off Bayis Sheli.

Safety

Bayis Sheli works closely with the departments Health and Safety Officer with regard to current legislation and risk assessments, as well as other appropriate agencies who can advise on the health and safety of those working, living or visiting the home, these include the fire, police and health services.

Named contractors also regularly check the lift, hoists, baths, gas supplies and sensory room equipment and hydro pool.

Security of the building is maintained through, the front door that can only be opened by use of a key fob (In the event of the fire alarm sounding, the magnetic lock has a separate Emergency Green Box release which must be used to exit the building.) All vulnerable windows are fitted with window locks and restrictors. The staff home can lock all doors leading out to the external area of the grounds (where deemed necessary and appropriate). If the fire is activated, then the internal doors will close and the external fire doors would only open if the Green Box has been activated to aid an escape in the event of a fire. These measures are in place to ensure the safety of the children and young people staying at Bayis Sheli and are not designed to restrict liberty.

Surveillance

Bayis Sheli has external security CCTV fitted that ensures all areas of the immediate outside can be monitored 24 hrs. One security CCTV is situated inside the front entrance which captures people entering and leaving the building.

Fire

Bayis Sheli is fitted with a modern fire alarm system that includes a repeater panel upstairs, an internal fire door release system, visual fire alarm signal and emergency lighting.

Bayis Sheli also has a controlled sprinkler system. The fire alarm is tested and fire-fighting equipment is visually checked weekly. Fire evacuation drills are undertaken regularly and at differing times of the day.

To enable the staff to safely evacuate children and young people who use a wheelchair from the building, the home has specialised equipment (Ski Pad) to assist with evacuation. Waking night staff plan what action to take in the event of the alarm being activated as part of their shift planning each night, as well as completing fire evacuation scenarios. The home will not carry out fire drills during the night, due to the disruption this would cause. Regular fire drills including the waking night staff will take place at other times of the day.

As part of their induction, all staff receive training on the relevant fire safety procedures and are expected to sign to say that they have read and understand the relevant policies and procedures.

Each child or young person that uses the service has their own individual PEEP (Personal Emergency Evacuation Procedure) risk assessment. These ensure we are aware of potential difficulties, and how each individual child or young person responds to those situations, as

well as implementing strategies that will alleviate risks. These are reviewed regularly and are discussed within staff meetings.

Services available at Bayis Sheli

Overnight Short Break Care

Bayis Sheli provides overnight short break care to a wide range of children and young people with a disability aged 5 to 18 years old. Children and young people where possible receive overnight care with a similar peer group, e.g. age, known friendships or with the same level of need and support. Each child or young person will have their own bedroom, and the home will ensure that the bedroom identified will be available on each stay if possible.

Children Looked After and living in the home

Where it is believed to be appropriate and the young person's best interests, Bayis Sheli can provide full time care to young people either looked after, or in the care of, the local authority. In some circumstances and as part of the young person's looked after child care plan this could be for up to the age of 18 years. All young people receiving full time care will be subject to statutory reviews to ensure that Bayis Sheli continues to be the most appropriate environment for them to remain living.

Tea Visits/Day Care

For some children or young people and their families or carers it is either not appropriate for them to stay overnight or they may feel that they do wish to stay overnight. The home aims to provide a flexible service and therefore alternative packages of short breaks can be offered. Day-care packages can be offered at the weekend or can be used instead of an overnight stay if this is more suited to the needs of the family at that time.

Emergency & Un-planned referrals

In some instances we may be called upon to provide care to a child or young person at short notice, we have developed a procedure to accommodate this in a safe and sensitive way. This would be very much dependent upon the needs of the child or young person being referred as well as the current resident group's needs not being unduly affected.

Holy day Break (Short -break)

The home will offer day care to all children and young people who receive a short break service over the holy day weeks. The home usually opens two or three days during the holiday week to accommodate a package of day care. This arrangement ensures that all children, young people and their families receive some support over this period, rather than a selected number of young people.

On occasion we may have a 'looked after' child (LAC) staying with us over the Holy day period in which case the home remains open and we can offer a limited service that may include overnight stays for some of our other young people.

4. Referrals to Bayis Sheli Short Break Unit

Procedure

Bayis Sheli is able to consider private referrals directly from parents and families, for a short break service and long term residential placement. However Bayis Sheli will endeavour to encourage the child's local authority to work in partnership with our selves when conducting our assessment. We aim to provide a full and comprehensive assessment that includes everyone who is involved in the child or young person's care and support package.

Emergency 'Planned' Care

Bayis Sheli acknowledges that occasions families of the disabled child or young person may require additional care and support, for a limited amount of time, e.g. due to illness, and Bayis Sheli maybe a resource able to support meeting this need.

We will be able to provide this support if the child or young person is already known to Bayis Sheli Short Break and Residential home it and receiving an overnight service and the additional care can be planned and is less than one night. The home will require the agreement for any request for additional care, from either the family or where the child is placed by a local authority, the social worker or representative of their team.

In exceptional circumstances, a child or young person already receiving overnight short breaks may need to be accommodated at Bayis Sheli for an extended period of time. In such circumstances the child or young person may become a Looked after Child (if previously s.17 CA1989) depending on the length of the placement and an Independent Reviewing Officer would be appointed to ensure that any placement at Bayis Sheli continued to meet their needs and was appropriate.

In all circumstances the Registered Manager should be satisfied the following has been considered:

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Unplanned Care

The home recognises there may be exceptional circumstances where it is in the best interests of the disabled child or young person for the Local Authority to make an unplanned placement at Bayis Sheli. In these circumstances the Unit will require the agreement for any request for unplanned care from the Assistant Director (Safeguarding and Specialist Services) or their representative from the placing authority.

Cancellation of visits or service

In partnership with either the family placing a child or the Local Authority, a senior member of staff on duty or the shift leader may be required to cancel overnight short breaks or other support packages temporarily if the following was to occur:

- A planned or unplanned admission takes priority
- The child or young person has an illness or condition that is considered to be contagious.
- Being away from home distresses the child or young person to the degree that it becomes detrimental to the child or young person's wellbeing
- Prescribed medication is not correctly labelled with up to date pharmacist instructions.
- Significant changes are required to the child or young person's care plan e.g. behavioural management or staff require additional staffing to meet needs, e.g. health support
- Environmental emergencies e.g. essential maintenance or electrical power cuts or faults with moving and handling equipment or other safety equipment
- Staff shortages

Ending services at Bayis Sheli

Discontinuation of short break care at Bayis Sheli will occur in the following circumstances:

- The child, young person or their family no longer requires a short break care service
- The young person reaches the age of eighteen years of age. There may be circumstances whereby additional planned visits past a young person's eighteenth birthday will be agreed in order to support a transition plan into adult services. This will be time limited and in the best interests of that young person.

- The child or young person care needs cannot be safely met at Bayis Sheli. This could include presenting behaviours which place the child or young person and/or others at risk, or changes to medical intervention that are required.

5. Caring for Children

Care Planning

Thorough care planning is an integral part of partnership working and is very specific to the child or young person and will be undertaken by the 'key worker'. All young people will have an allocated key worker during their time at the home who will take a special interest and have specific responsibilities for their key child. All members of staff will equally support the child or young person during their visits /stays. However the allocated key worker will hold case responsibility, ensuring that the young person's care plan holds relevant up- to - date information and all aspects of the child or young person's care and development is being met at the home. The role of the key worker is to ensure that they build a relationship with their 'key child and family' so as to ensure that a clear line of communication is established. Key workers also have the responsibility for ensuring that the child or young person's file is maintained and kept up to date, and they will develop and produce a comprehensive 'care plan'.

As part of the care planning process a period of introductory tea-visits to the service will take place for the child or young person. These will be monitored and reviewed, and following a successful introduction to the service a planning meeting will be held before a child or young person's overnight short breaks commence. Where possible the home will incorporate the child or young person's wishes and feelings into the planning of any overnight care.

Placement Meeting

For children and young people who will receive overnight care, tea visits or day care, a planning meeting is held at Bayis Sheli prior to the child or young person's first overnight stay. The purpose of the planning meeting is to ensure the short break service is able to meet the needs of the young person and to ensure the young person's care plan and the home's Service Agreement are understood, agreed and signed by the child or young person (if appropriate), parents/carers and the Unit Manager. The meeting will also provide further opportunity for practical information to be given about the service, the care planning approach and the expectations of child or young person and their family/carers using the service. If any changes to the level of support provided by Bayis Sheli are highlighted, such as in the case of a child being placed at Bayis Sheli from a placing authority, then the allocated social worker will present this at the Resource Allocation Panel for review.

Day to day care

The staff will care for all children whilst at Bayis Sheli including personal care. Staff will ensure all children and young people are safe and will listen to and consult with the children and young people using a range of communications aids/methods to suit individual needs. Staff will ensure that all the children will have a meal and drinks whilst at Bayis Sheli and that the daily routines are designed to suit their individual needs. In some cases children and young people may be assigned to staff on a 2 to 1 basis or 1 to 1 depending on the risk assessment outcome. In all events the children and young people will be supervised at all times both in and out of the home. Because of the nature of some children and young people's disability, staff will ensure specific day to day routines and structures and boundaries are in place to provide a consistent approach and not to confuse or disorientate a child or young person's routine. Staff will administer medications where this has been agreed and all relevant paper work has been verified and agreed. Only those staff who have the relevant training will administer medication to the children and young people at Bayis Sheli.

Reviews

The young people who receive a service at Bayis Sheli will do so under the Children Act 1989, either section 17(6), which describes a Child in Need or Section 20(4) which describes children who are 'looked after'. In the event of a child being placed by a placing authority the staff at Bayis Sheli and/or the social worker in the Disability Team will ensure that families understand which section of the Act the care is being provided under and why and this is further reviewed at the Short Break Review.

All young people who receive a service at Bayis Sheli will have their support packages regularly reviewed.

Child in Need Reviews (s.17)

All young people who receive an overnight stay (s.17 CA89) will have a Short Break review meeting within 3 months of the first overnight stay and thereafter every 6 months. If the child is placed through a placing authority these meetings will usually be chaired by a manager from the placing authority Children with Disabilities Team. If the child is placed directly from a family or parent then the children's home manager will chair this meeting.

Review meetings will continue to take place whilst the young person is accessing the Short Break Service and will usually be held at Bayis Sheli; however this is negotiable depending on individual circumstances.

LAC Reviews (s.20, s.20 (reg 48) and s.31)

Reviews of looked after children, are a statutory requirement under the Children Act 1989 section 26. As a minimum requirement a child or young person's circumstances must be reviewed within four weeks of being looked after, then, within the first three months of the first review and subsequently, at intervals of no more than six months. Only a statutory Review can change the Care Plan. The purpose of the review is to ensure that the day-to-day arrangements meet the young person's needs and that the overall plan is still appropriate.

There are two Consultation Booklets, one for the young person and one for the parents or people with parental responsibility. The Young Person Consultation Booklet provides them with the opportunity to write down what they want to say prior to their LAC Reviews. They should be completed prior to the review and the young person uses them as a reference in the review. If the young person does not attend then a copy should be sent to the social worker for representation in their absence.

Involving Young People in their Review

Bayis Sheli strongly believes that every child and young person should be supported in attending his or her reviews. Prior to the review meeting, the child or young person will complete an adapted review report and these views must be considered. Consideration of any futures plans must be discussed when the young person reaches the age of fourteen. Pathway plans or Person Centred Planning needs to be high on the agenda and actively promoted. Such planning ensures that other services identified are highlighted and any transitional plans are facilitated smoothly. This ensures that the young person's views and best interests are at the forefront of all decisions.

Anti-Oppressive and Anti-Discriminatory Practice

Bayis Sheli's Equal Opportunities Policy identifies the rights of children and young people to receive an appropriate service without receiving less favourable treatment on the grounds of gender, race, colour, nationality, religion, disability, sexuality or class.

Disabled children and young people are often more vulnerable than most to discrimination. Bayis Sheli strives to ensure that each child's individual needs are met at Bayis Sheli through a comprehensive care plan approach. Staff will endeavour to advocate on behalf of children and young people when appropriate. Staff are provided with training in anti-discriminatory practice in relation to issues of disability, race, ethnicity, religion and culture.

Religion

Bayis Sheli's was established as a home from home, to serve the needs of Jewish children and young people with disabilities. The home is set at the very heart of the Jewish community, (Hackney Stamford Hill) reflecting the educational, cultural, spiritual and communal provision of the Jewish Culture. The home provides residential services mainly for Jewish children and young people and aspires to develop a sustainable evolution, which creates opportunities by encouraging its extended services to be used outside the community. Such opportunities consists of access to the homes hydrotherapy pool and play and stay.

To exemplify on how the home is able to support the cultural needs of Jewish residents, are as follows:

- Kosher diet - Bayis Sheli have a kosher kitchen, providing fresh and nutritional kosher food .
- Praying- Children and Young people will be supported continuing with their daily prayers and blessing before meals.
- Shabbos- Children and Young people are encouraged and supported to participate in the Shabbos meals, including Kiddush and Havdalah.
- Religious Festivals - Children and Young people are encouraged and supported to participate in all the Religious Jewish Festivals and Holy days.

In order to encourage the feeling of warmth and culture, Bayis Sheli have a diversity of staff who are able to communicate in English, Yiddish and Hebrew with the children and young people that access the services provided by Bayis Sheli. As part of the induction process, non-Jewish staff are inducted on the Jewish culture.

All staff at Bayis Sheli follow a dress code which takes in to account the cultural sensitivities of our client group. The home encourages everyone who access the services to dress appropriately.

Child Protection and Safeguarding

Bayis Sheli follows the "Working Together to Safeguard Children" Child Protection Policy and procedures as agreed by the Local Safeguarding Children's Board (LSCB). The detailed duties and responsibilities of all service providers with regard to

Safeguarding children and young people are set out clearly in the statutory Guidance, "*Working Together to Safeguard Children*".

These procedures are based on the London Child Protection Procedures Version 5 and can be accessed via Bayis Sheli Policy and Procedures manual.

This means the home will endeavour to ensure the safety and wellbeing of all children and young people, and where there are concerns about a child or young person's welfare, staff will consult the relevant Safeguarding Social Work Team in the borough where the child lives as well as within the borough of Hackney as this is where we are based.. All staff have a duty of care to protect children and young people from harm. Safeguarding all young people is paramount. It is important that staff understand the vulnerabilities of children and young people with disabilities, and therefore staff need to use good observational skills, monitoring and recording of changes in an individual's behaviour, as well as mapping anybody marks observed. There are specific procedures following any possible abuse by a professional carer. These procedures ensure impartiality and will be applied if there is any allegation about or abuse suspected by a member of staff. The home actively adheres to Bayis Sheli's "Code of Conduct" and "Whistle Blowing" policy in aspects of good practice and safeguarding all children or young people in our care.

The registered person must make sure that all staff are familiar with the safeguarding policy and understand how to put it into practice.

Unauthorised Absence

The local Council has a multi-agency missing from care policy that outlines guidance for staff. This includes procedures involved in reporting children and young people missing, who should be informed, risk assessments, how to respond to a child's return and use of an independent person to interview the child on their return. However, due the vulnerability of the children and young people who use Bayis Sheli, any unauthorised absence from the Unit will be immediately reported to the Police, senior managers and the parents/carers.

In the first instance when staff note a child or young person is missing, they will conduct a thorough search of the premises and also look outside of the home in the immediate vicinity.

Behaviour Management

For some children and young people any behavioural issues may need to be seen in the wider context of their disability e.g. autism, learning or communication difficulties. This means that the reasons for some behaviour may not be immediately clear, and some children and young people will have limited understanding of dangers both within and outside of Bayis Sheli. For these reasons all children at Bayis Sheli have Risk Assessments completed in

conjunction with the parents or carers, which will identify known and potential risks, and the aim is to develop strategies for reducing risks. The environment at Bayis Sheli will consider necessary precautions to safeguard the children and young people e.g. locking away knives, keeping the front door locked and ensuring the external garden area is secure etc. If access to other parts of the building is restricted to a child/young person for a particular purpose, the reasons are clearly stated in the child or young person's care plan. The staff team at Bayis Sheli believe that children and young people display behaviours for a reason. It is vital that the reasons are explored and appropriate strategies are implemented in consultation with psychologists, schools and family. Positive behavioural plans will be devised detailing specific techniques to be used consistently across the staff team. The unit's philosophy is one where positive praise, structured routines, distraction methods and clear expectations are used when managing behaviours. Using such techniques will ensure positive outcomes are achieved and a child or young person will begin to learn more acceptable / appropriate social behaviours.

The use of Physical Interventions

It is recognised that some behaviours presented by young people may place themselves or others at significant risk of harm. All staff at Bayis Sheli will be trained in the use of physical interventions techniques. A young person will also be supported to understand any intervention being used, and will be given the opportunity to discuss the incident as appropriate and when calm. All interventions identified will consider the young person's age, history, health, culture and gender.

All physical interventions used in the home are recorded and approved by the manager at Bayis Sheli. All staff follows the Physical Intervention philosophy to good practice, and such techniques are reviewed within regular training.

Methods of Control and Discipline

It is recognised that children and young people may demonstrate behaviours that are inappropriate or unwanted. The staff use consistent boundaries to support the individual child or young person to understand socially acceptable behaviours. Where a child or young person exhibits unwanted behaviour, staff will assist the individual to understand that behaviour and the sanction that such behaviour may have. It may be appropriate following unwanted behaviour to agree a consequence that is linked to the behaviour. Individual care plans will identify appropriate sanction that are fair, relevant and matching to that young person's age and understanding.

Staff follow the guidance on "prohibited" sanctions and "permissible" sanction to behaviour.

All consequences are recorded and staff are asked to detail the Antecedents (triggers) the Behaviours (what happened) and the Consequences (how the incident was resolved / - the consequence imposed). All behavioural consequences are monitored and signed by the manager. Young people are also given the opportunity to comment and sign the behavioural consequence book.

Education

Short Break Care

Bayis Sheli is committed to working in partnership to ensure that all needs are met. Children and young people attending short breaks at Bayis Sheli will continue to attend school or college as normal, travelling either independently or via specialist transport. Children and young people do not usually bring homework to Bayis Sheli, although they would be supported by the staff to complete any work set. In order to support each child and young person's educational potential, Bayis Sheli will where appropriate, endeavour to incorporate key targets of the Individual Education Plan into the Bayis Sheli care plan.

Activities at Bayis Sheli can also provide an opportunity for informal education by supporting communication development, concentration skills, social development, and gross and fine motor skills etc.

Key - workers will carry out regular visits to the child or young person's school, ensuring consistency in approaches is maintained across all settings. Key - workers have links with Speech and Language Therapists, where consultation and consistent communication methods are identified. All staff will use the individuals home/school communication book to read what the child or young person has achieved or taken part in at school, as well as the staff recording how they have been at Bayis Sheli.

Children Looked After and living in the Home

The Home is committed to ensuring that every young person who is placed as a Looked after Child receives full time education that is appropriate to his or her needs. All staff at Bayis Sheli recognises the importance of children and young person's progress and achievements.

Staff, in close liaison with other responsible agencies will actively pursue the young person's education needs, which are to be identified in their care plan.

Bayis Sheli will actively engage with schools and representatives from the education department to maintain a child or young person's full time school placement.

Where a child or young person is excluded or has no school place, staff will work closely with education professionals to ensure full time schooling is provided as soon as possible and within the minimum statutory timescale of 20 days.

Staff will encourage children and young people to complete homework on their return from school, liaising closely with schools around homework diaries and working to individual education programmes.

Key- workers will attend any school reviews and attend parent's evenings and other school meetings such as PEP meetings where agreed in the care plan and support young people attending after school clubs and appropriate extracurricular activities.

Health

Short Breaks

If children or young people are receiving short break care in a children's home, responsibility for their health care remains with their parents, but staff will be responsible for maintaining a child or young person's ongoing health treatment in an emergency.(Children Act 1989, Guidance & Regulations Volume 5, Children's Homes)

Children Looked After and living in the Home

On admission to Bayis Sheli all young people will be registered with a GP. If possible they will remain with their local GP but if this is not feasible a local Health Centre is willing to register any of our young people.

The individual health needs of the child will be incorporated into the Care Plan and Placement Plan.

In combination with the nurse for looked after children the designated keyworker will be responsible for ensuring the young person receives a full medical assessment as soon as possible after admission. This will include the completion of a health assessment summary profiling the young person's health needs and identifying an action plan to meet those health needs. A strengths and difficulties questionnaire is also undertaken to assess any emotional needs that may need addressing.

The looked after children's nurse can be called on to attend staff meetings and child or young person's meetings to discuss the needs of individual young people and health issues for all children and young peoples.

Bayis Sheli has developed specific policies and procedures with health professionals to meet the sometimes 'complex' health needs of the children and young people who use the service. Staff receive specific training on administration, storing and recording of medication, invasive procedures and epilepsy, as well as First Aid at Work training.

The specific health needs of all children and young people are given particular consideration to ensure these are addressed as an integral part of the child or young person's individual care plans. The allocated key worker at Bayis Sheli will consult with the child or young person's GP to verify the medicines prescribed and obtain signed confirmation. Clarification will also be sought for identified over-the-counter medicines being used as part of the individuals' health plan, ensuring that there are no contra-indications to a child or person's prescribed medication. The home will only accept medicines that have the correct pharmacist labelling and instructions.

All medication is locked away in the unit's medication room, and is locked at all times when not in use. Bayis Sheli recognise that some young people may want to take full responsibility in managing their own medicines during their stay. The home will support all children young people in this area where it has been risk assessed safe to do so.

When a child or young person starts to receive a service, the home will ask for the Service Agreement be signed. One of the elements within this agreement is to give parental consent to staff performing initial first aid treatment when necessary, and contacting emergency services if a child or young person requires further medical treatment. Staff have a duty of care to ensure that any child or young person requiring further medical assistance receives that treatment. The parent or carer will be contacted and consulted throughout.

Working with young people, the home recognises that the circumstances of an individual's health can change due to many factors such as deterioration in condition, adolescence, mental health or environmental factors. The home will seek the advice from appropriate health professionals in order that the right support and treatment is offered and the individual's welfare is of paramount consideration.

Consultation

Listening to children and young people

Bayis Sheli is committed to listening to the views of children and young people, ensuring that a young person is heard through understanding and developing an individual's unique style of communication, which may include facial expressions, sounds, gestures or behaviour. Staff, in particular key-workers, endeavour to develop a close professional relationship with the

child or young person, and their family, in order that they may begin to understand subtle means of communication. Bayis Sheli will develop an understanding of communication systems such as PECS, for which training is available. Staff will offer children and young people choices whenever possible and by doing so will begin to understand individual feelings and wishes. Bayis Sheli formally records consultation with children and young people through key- work sessions, noting any views the child or young person has expressed on a record sheet.

LAC young people house meetings

Where we are looking after young people who are accommodated, we will hold a monthly house meeting with the young people to ensure that we are ascertaining their views. In this meeting, views are sought and recorded on the decisions that affect their lives, on aspects of the running of the home and the care they receive. These views are fed back to the weekly staff meeting by staff present at the children or young people's meeting.

Children and young people's rights

All children and young people have access to an independent Children and Young People's rights service, which can provide appropriate advice and support on their rights in care and any issues they may have whilst being looked after. Keyworkers have a responsibility to ensure young people are aware of this service and can access support if required. Young people are also given details of advocacy services as regards complaints or any legal issues they may require support with.

The home also develops life story work for young people accessing the short break service. Life story work is an invaluable tool that will capture child the child or young person's experiences at Bayis Sheli and their achievements. The young person will be able to take his/her life storybook with them when they leave the service. This will contain memorabilia and photos of their childhood and adolescent years.

When a young person leaves the service, we ask families to complete exit questionnaires. The purpose is to obtain the views of the young person and their parent or carers. The questionnaires will ask specific questions relating to service delivery. The outcomes of exit questionnaires will be used as a tool to recognise what the home does well, as well as factors that need to be developed. The purpose is to ensure the service continually improves and develops working practices and raise standards of care.

Complaints and Representations

Bayis Sheli has its own complaint procedure that can be used by parents, carers, children and young people. Copies of the complaints procedure are available from Bayis Sheli, The home will respond to any complaints swiftly and promptly with an aim to resolve the problem. If the complainant is unhappy with the unit's response or with the outcome of the complaint they can take this matter up with the Director. The Director will resume responsibility for investigating the complaint and this will be known as the second formal stage. A review panel if still unresolved will consider the third stage of a complaint. If the complaint is still unresolved the complainant may choose to contact an external agency such as the local ombudsman.

Complaints should be addressed to: Registered manager Philip Craig & company Director Jacob Sorotzkin
1, St Kilda's road, London N16 5BP tell 020 8815 3920

Ofsted inspects the home up to twice a year, and can also investigate complaints they receive from parents/carers and children and young people.

They can be contacted: National Business Unit
5th,6thand 7th floor
Piccadilly Gate
Store Street
Manchester
M1 2WD
Phone No: 0300 123 1231

email: enquires@ofsted.gov.uk Website: www.ofsted.gov.uk

All complaints are recorded and a copy is kept at the unit. The unit's manager monitors complaints and actions. An independent person (during Regulation 44 inspections) also monitors complaints on a monthly basis. Complaints are also accessible for inspection by Ofsted.

Contact

Short Break Contact with family members

The children and young people who receive a section 17 service at Bayis Sheli receive services at the request and with the full consent of parents or carers and only spend short periods in residence. If there are contact issues for a child or young person these will be discussed and integrated into the young person's care plan. Parents and carers are welcome to phone the Unit at any time to speak to a member of staff to check on their child's well-being or to speak to their child. Children and young people are able to phone their parents

or carers. After a child a young person's stay at Bayis Sheli, a member of staff will contact a family member to give a breakdown on how their child's stay at the home went. This contact allows for consistent consultation and good partnership working.

Contact arrangements for Children Looked After and living in the Home

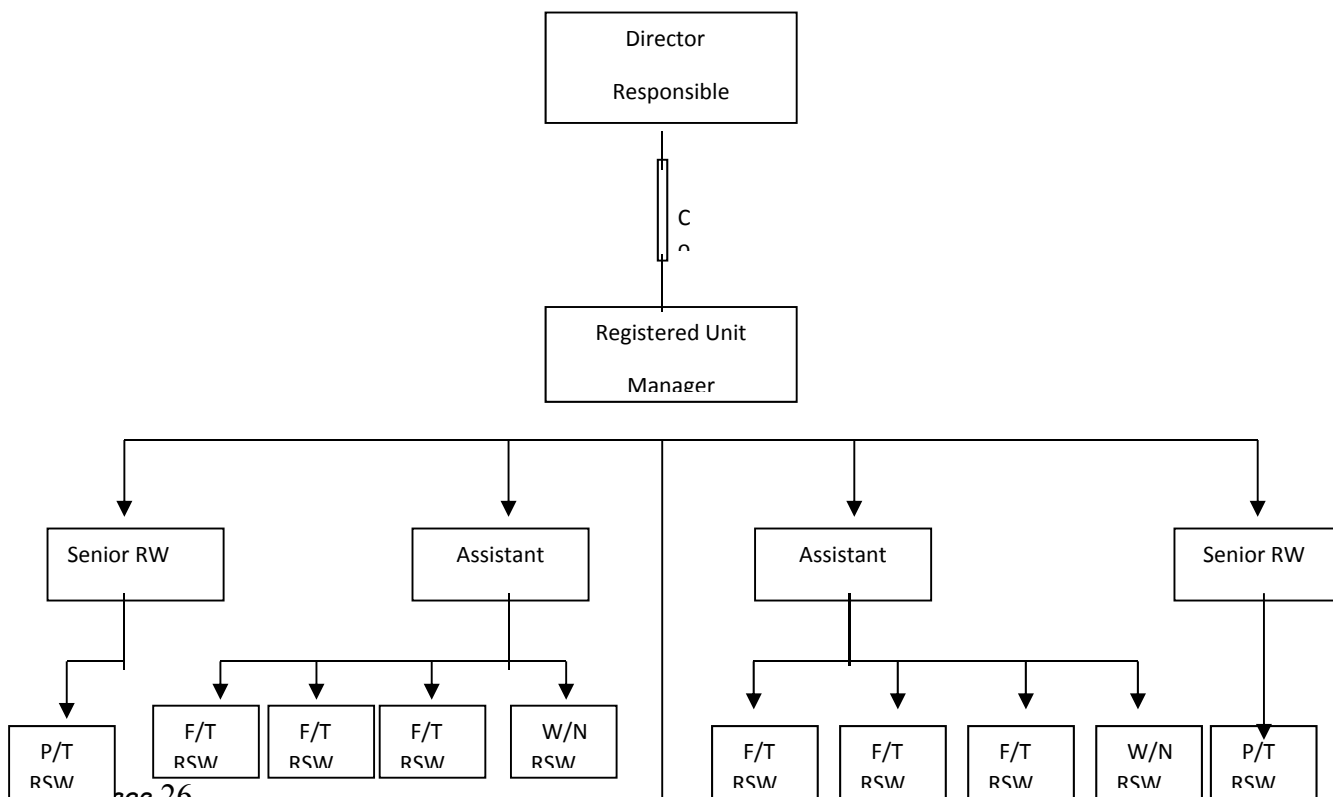
Staff at Bayis Sheli will actively support a young person's contact and visit to family or relatives if agreed in their care plan. Where contact is not possible, due to practical reasons such as where a parent or carer lives abroad or is in hospital, staff will actively promote contact by letter, telephone or any other reasonable means.

Family contact is viewed as an essential part of the care plan for any young person. Whenever possible family contact will be actively encouraged, and when necessary facilitated by staff at the home. Parents, siblings and extended family will be welcome at the home if requested by the child, in line with the home's visitor's policy.

The only exception to this is where contact has been denied or restricted on a legal basis to protect the child.

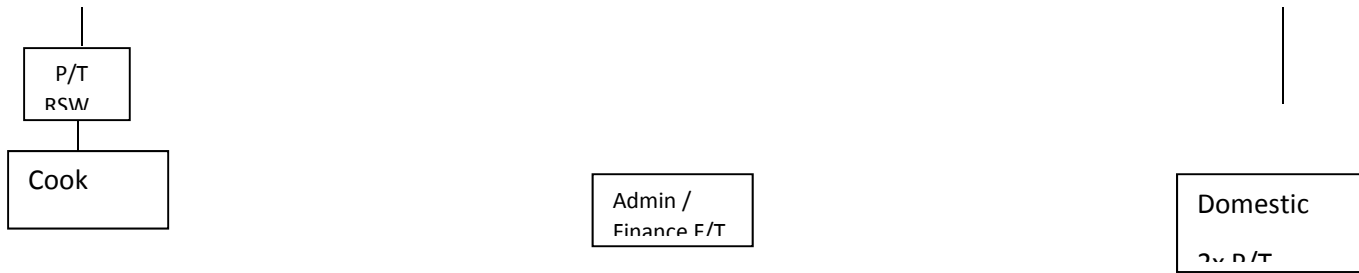
Staffing Matters

Organisational & Supervision Structure of Bayis Sheli



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Bayis Sheli
 Statement of Purpose & Function
 May 2015
 1st up-dated November 2015
 2nd up-dated on 12th January 2016
 3rd up-dated 12th August 2016



Registered Manager and Registered Provider

The Registered Unit Manager is responsible for the day-to-day management of the home and the staff team. The Unit Manager is responsible to the Registered Provider (the Director of Bayis Sheli) via the line management structure. The units registered Responsible Individual is Jacob Sorotzkin who is the Director of Bayis Sheli.

Breakdown of the Staff team & relevant qualifications

Registered Manager: Philip Craig has over 38 years of children's residential care mainly with mainstream and children and young people with disabilities; Philip has worked at Bayis Sheli since May 2015. Philip has qualifications: Diploma in Social Work, Diploma in Higher Education, Certificate of Management Studies, Post qualifying award 1 Post qualifying child care award. He has overall responsibility for ensuring the home provides a high quality service for the children and young people and the staff team are equipped to deliver good outcomes. Other responsibility includes the supervision of the senior managers.

Deputy Manager: Olabode-Martins Yedenu has been a registered manger in mainstream children's home and a NVQ Assessor. Olabode has worked at Bayis Sheli since July 2016. Oladode has qualifications in: NVQ Level 2, 3 & 4. Assessors award A1 Higher Diploma in Laboratory Science, Medicine Management training level 2. Olabode has delegated supervision duties.

Senior Residential Support Worker: Natasha Gregory has been a Development Project Manager, Contact Supervisor (Complex Needs) NHS & Youth Integrated service project manager, Supported Housing project worker, Case Manager, Charity housing - Community Resettlement Manager. Natasha has worked at Bayis Sheli since July 2016. Natasha has qualifications in: Bachelor of ART's in Criminology and Social Policy 2:1, City & Guilds PTTLS, Prince 2 Foundation and Practitioner. Natasha has delegated supervision duties.

Senior Residential Support Worker: Anamaria Lucia Constantin has worked Haringey Legal Safeguarding Children Board. Ezer Leyolds - Support Worker, Assistant Volunteer,

Genesis Sheltered Accommodation. Anamaria has worked at Bayis Sheli since January 2015. Anamaria has qualifications in: Child Abuse, Community Development and Leadership BSc (Hons) Social Work Diploma, NVQ Level 2, Fire Awareness and Manual Handling. Anamaria has delegated supervision duties.

Residential Support Worker: John Barrell has worked in adult day care at the Kisharon Centre. John has worked at Bayis Sheli since September 2015. **John has qualifications in:** BA (Hons) Fine Arts, NVQ Level 2 health & Social Care, NCFE Level 2 certificate in understanding the safe handling of medicines
First aid trained.

Residential Support Worker: Chanoch Loebenstein: has worked with Step by Step after school disabled children since 2012. Chanoch also works in the summer camps serving the local communities disabled children. Chanoch has worked at Bayis Sheli since September 2015. Chanoch has qualifications in: First Aid, Moving & Handling of people
Physical Intervention, Food Hygiene, Administration of Medication and is currently studying a NVQ level 2.

Residential Support Worker: Hindi Padwa has a part- time career outside Bayis Sheli that she has been employed doing for the last 2 years. Hindi has worked at Bayis Sheli since October 2015. Hindi has qualifications in: Child Care level 2 (2010) ,Child Care level 3 (2015) , First Aid , Moving & Handling people, Administration of Medication, Physical Intervention and Food Hygiene.

Residential Support Worker: Avrohom Korn has worked At Side by Side Special needs school as a teaching assistant and also at Kisharon special needs school. Avrohom has also worked as a single support carer with children with disabilities with various agencies - Bikkur, Cholm and Ezer Layolds. Avrohom has worked at Bayis Sheli since April 2016. Avrohom has qualifications in: teacher Training 2005, first Aid 02/04, Crisis Counselling.

Residential Support worker: Keneisha Forman has worked for Sevacare UK Ltd, HCA Domiciliary care and caring and supporting with daily requirements. Keneisha has also been an account manager, as a payrolls credit control. Keneisha has worked at Bayis Sheli since April 2016. Keneisha has qualifications in: Hairdressing AAT Level 2&3, Advanced Business Studies, Diploma Health and Social Care Mental Capacity, Manual Handling, First Aid Health and Safety Medication.

Residential Support Worker: Leora Chaya Sarah Elkouby has worked as an LSA in a primary school. Leora has also worked as a secretary for a solicitor. Leora has also worked in a special needs school and a carer for a disabled child for Bikkur

Cholim. Leora has worked at Bayis Sheli since July 2016. Leora has qualifications in: Moving and handling, First Aid, Medication Awareness

Care Taker; Nicusor: has worked in Pardes Catering. Nicusor has also worked for a flower company. Nicusor has worked at Bayis Sheli since May 2015.

Fundraiser: Faigy Storm has attended various fundraising workshops. Faigy has worked in Silver Inks and also UOHC. Faigy has worked at Bayis Sheli since December 2015.

Administrator Support: Miriam Lieberman has worked for her husband in their stationary supply business. Miriam has worked at Bayis Sheli since May 2016.

Arrangements for supervision, training and development of staff.

Bayis Sheli's policy requires that all staff receive regular supervision at least once a month from their designated supervisor. For newly appointed members of staff, weekly/fortnightly supervision may be offered over the period of induction. All newly appointed staff are subject to satisfactory completion of a six-month probation period. For temporary agency staff who cover regular shifts at Bayis Sheli, supervision will be offered, as well as offering any training that is identified as being beneficial to that staff and to the function of the Home.

All permanent or temporary employees will have a personal file containing a history of employment and education, two references, forms of ID and a DBS check prior to working in the unit.

At Bayis Sheli Personal Development and Appraisals (PDA's) will be undertaken on a yearly basis and used throughout the year to monitor performance and achieve targets set. Appraisals will consist of core competencies in relation to work performance, objectives to be achieved and training needs. The outcome of these PDA's will contribute to the homes training plan as well as identify gaps in individuals training development.

All staff are required to undertake introductory child protection training, first aid, Crisis Aggression Limitation Management training, Moving & Handling training, medication induction and invasive procedures training as soon as possible after commencing employment. This training will

be regularly updated, and ensures that staff are competent in these areas. It is mandatory that all permanent members of staff commence the NVQ Level Three Award in Caring for Children and Young People, or the Workforce Diploma or its equivalent within 12 to 18 months of commencing employment. Additional training for the home and/or individual staff members is identified through a number of training development plans. The home will also organise specialist in-house training for all staff which is specific to the needs of the service. This may mean altering the running of the Short Break service in order to facilitate this; however every effort will be made to cause minimal disruption to the children and young people and their families at these times.

The home has in-depth procedural guidance to ensure that good practice is adhered to. The home manager will review and update procedural guidance, ensuring policy and procedures are kept up to date as well as informing when key legislation changes as well as Ofsted Regulations.

12: Map (Location of Bayis Sheli)

1 St. Kilda's Road London, N16 5BP Tel= 020 88153920

