

Hartburn Lodge

Children's Short Break Centre

Statement of Purpose



Updated 10th August 2021

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Hartburn Lodge Children's Short Breaks Centre is registered with Ofsted and the Unique Reference Number for any enquiries to Ofsted is:

SC035380

Date of Registration: 23rd March 2003

Quality and purpose of care

1. Statement reflecting the range of needs to be provided for by the Service.

Hartburn Lodge is a specialised Centre providing a range of short break services for children and young people of either gender, who have physical and or learning disabilities, complex needs and are aged from 4 to 17 years of age.

Services delivered from Hartburn Lodge Children's Short Break Centre are provided by Stockton Borough Council as part of a range of services to meet the requirements placed upon local authorities in the Children Act 1989, for those children and young people and their families and carers who are assessed as in need of short breaks.

Not all children identified as needing a short break however will use the services offered from Hartburn Lodge Children's Short Break Centre and those responsible for assessing need, will explore options with families. Most of those that do use the Centre will live in Stockton, however the Centre may also provide a service to children and young people from other authorities.

The range of services available from the centre include:

- After school care
- Weekend day care
- Holiday play schemes
- Overnight care
- Short break stays
- Emergency placements

By delivering a range of services from one centre, the service is able to be fully holistic and provide greater fluidity, variety and flexibility to meet the needs of children, their families or carers. Benefits include the ability to provide a seamless and smoother transitioning for children from one service to another with familiar staffing.

The planning and booking arrangements for each service are managed by the Registered Manager. Careful consideration is given in ensuring that there is minimal impact to the children by providing appropriate staffing levels. A specified team or a named staff member takes responsibility for each child. Care is also taken to ensure that the mix of children is appropriate, and that the building is not overcrowded.

Some children attending may require additional support and in those circumstances the child may attend the Centre to take part in activities and be accompanied by a named worker. The named worker will have a specialism or be specifically trained in the individual needs of that child. An example is when a child requires feeding via a PEG (Percutaneous endoscopic gastrostomy)

Occasionally the Centre may continue to provide a service for a specified time period once the young person reaches 18, this will only ever be on a planned basis and to allow for a transition to take place into adult services. Ofsted would be contacted prior to the transition plan being implemented to discuss the rationale and reasoning.

Hartburn Lodge can provide emergency placements to children and young people who have a physical and or learning disability and are aged from 4 to 17 years of age. Emergency placements can be provided in exceptional circumstances whereby a child or young person does not have a safe and suitable placement. Emergency placements will only be provided if the needs of the child or young person can be met, an impact risk assessment will also be completed to ensure we as management identify the impact on the needs of all young people accessing the service. As an emergency placement we can provide accommodation for up to 17 continuous days in line with the Children Homes Regulation 2015 and the Short Breaks Legislation. While a child or young person is accommodated as an emergency placement we will work proactively in partnership with other professionals involved in the child or young person's care to support identifying a suitable placement to meet the child or young person's needs.

2. Ethos, objectives, outcomes and approaches

Our aim is to provide the children who attend the Centre with care and attention in an environment that promotes self-worth, determination, advocacy and empowerment. A culture of mutual respect is promoted where children feel able to express their feelings and thoughts, supported to make choices, experiment and comfortable in the knowledge that mistakes will not leave them unsafe but having the continued opportunity to maximise independence and potential.

Our objectives are:

- 1) To provide stability and continuity of care for children by relieving family pressure from their caring role through a short break including in emergency situations.
- 2) To provide those children and young people using the service with a safe, stimulating and enjoyable experience where they can grow and flourish in all areas of their lives, building up resilience, independence skills, social networks and friendships.
- 3) To provide children and young people with an environment and a staff team who are skilled in supporting and communicating with those who use the service, in order they can express their views, are listened and responded to appropriately.
- 4) To provide children and young people with opportunities that support them developing an understanding and learn to manage their behaviour in a variety of settings.

- 5) To provide children and young people with an active role in the planning and delivery of the services from the Centre and influence decisions which affect them

The ethos and culture of the Centre will be built on approaches and systems that supports these objective

- 1) Short breaks will be planned on a monthly, with the aim of providing the family and young people with routine and consistency. Matching the young people with each other during a short breaks and ensuring the type of short break meets the needs of the child and family is high on our agenda. We make careful assessments to ensure the group dynamics are managed and the impact on individuals is known before any allocation of a break is offered.
- 2) A planning meeting will take place prior to any offer of service and where possible and appropriate, introductions are made with staff from the Centre in advance. Staff may visit the child and family in their own home and other appropriate settings.
- 3) Children and young people are encouraged to be an integral part of this process which enables the relationship building process to begin. Risk assessments are co-ordinated from all relevant sources identifying safeguarding requirements for each individual. All staff will be fully aware of Local Safeguarding Procedures and will receive regular training. There is a Nominated Independent Service Manager who will offer advice and staff will be trained in appropriate safe care practise. There is also a nominated LADO (Local Authority Designated Officer) who ensures that the service operates procedures for dealing with allegations.
- 4) Each young person is provided with a Link Worker who will be central to ensuring day to day needs are captured and responded too. All young people will have their own individual care plan which addresses their particular needs with regard to identity, health, family relationships, social relationships, self-care and education.
- 5) Children and young people are empowered to participate in the operational management of the Centre by attending children's meetings where their views and opinions are obtained and listened to. Support and encouragement is given to raise young people's own levels of self-awareness and self-esteem through the pursuit of leisure activities, the development of new skills and through participation with the wider community in order for them to achieve a strong sense of independence
- 6) We encourage and support the young people to participate in group activities with their peers in the Centre as appropriate and within the community.
- 7) Children and young people's views are gathered from monthly children's meetings, reviews, suggestions box and independent advocacy services.
- 8) Positive behaviour/achievements and unacceptable behaviour are effectively managed in line with the child's care plan. All staff members keep in regular contact with the young person's families, teachers and community nurses to keep them informed of achievements, incidents or concerns.
- 9) In preparation for a young person reaching 18 years old, Link Workers will take an active role in supporting the young person through any transition to adult services, ensuring the views and wishes of the young person and their family are fully integral in the process.

3. Description of Hartburn Lodge Short Break Centre

Adaptions made to meet the needs of the children cared for at the Centre

The Centre has undergone extensive adaptations to meet the needs of all the children and services provided. This includes one bedroom specifically equipped to meet the needs of children with physical disabilities, if needed posture adjustable bed and a ceiling track hoist. We also have an extra-large bedroom. The bathrooms incorporate height adjustable changing beds, a ceiling track hoist and specialist baths. A passenger lift accesses the first floor. A mobile hoist is available for all areas including the garden. Ramps are fitted to all doors accessible to the children and young people. Electronic fobs are fitted to specific doors in order to provide safe and flexible arrangements for activities for the young people accessing the service.

The age range and the number of and gender of young people and children for whom the Centre is intended to provide

Hartburn Lodge Children's Short Break Centre can provide a range of short break services for children and young people of either gender, who have physical and or learning disabilities and are aged from 4 to 17 years of age.

The number of children and young people accessing the service at any one time will be carefully assessed in line with each child's specific needs on a day to day basis. The Centre's physical layout is versatile and has a range of resources available.

Overnight care is limited to a maximum of 6 children on any given night and is fully staffed to meet the needs of the children staying.

The type of accommodation, including sleeping arrangements

Hartburn Lodge Children's Short Break Centre is on the outskirts of Stockton in Hartburn Village. The building is a large three-storey house built in 1886 which has spacious grounds, including a safe play area. The home has three floors; the ground floor has various themed activity rooms including a cyber-zone, a sensory room, reading room, play room, kitchen/diner, bathroom and wet room. The first floor is the registered to provide overnight stays and short breaks. There are six bedrooms each providing single room occupancy, two bathrooms, lounge, medication room, office and dining room. The top floor is only accessible to members of staff and used as offices and resource rooms whilst also providing facilities for the staff to sleep in and shower.

Outside there is a large enclosed garden with patio area, which is accessible to all young people. There are two large summer houses, a play area with some specialised equipment, a sensory garden, an allotment and Funland which houses a specialised climbing frame with interactive equipment.

There is also a multi-purpose annex which hosts a multi-sensory environment with a soft play area

4. Location of the home



Hartburn Lodge Children's Short Break Centre is situated in Hartburn Village in Stockton-on-Tees. The Centre has been assessed as suitably located so that the children and young people accessing the service are adequately safeguarded and are able to access community amenities. The location is reviewed at least annually to ensure any identified risks are managed and any new opportunities or services are able to be accessed if required.

5. Cultural, religious and linguistic needs

We recognise that young people are diverse individuals, and we place a positive value on their diversity within the Centre and the community.

Hartburn Lodge Children's Short Break Centre does not instruct nor influence young people on which religion, if any, they should follow. We do however recognise the importance that children and young people should be allowed to retain their cultural and religious identity and full support and encouragement will be given in consultation with parents/carers to achieve this.

The Centre will also ensure that any child or young person's special dietary requirements with regards to their religious persuasion or cultural needs will be catered for.

Hartburn Lodge Children's Short Break Centre will make every effort to meet individual linguistic needs of all children and young people liaising with parents, carers and school.

6. Complaints, Comments and Commendations

The views of the children and young people accessing Hartburn Lodge Children's Short Break Centre are sought on a regular basis. Consultation takes place with individual children through Link Workers, parents/carers, reviews and monthly young people's meetings. We also have a young person's suggestion post box where messages/suggestions/comments can be posted to the management team for written responses which may assist with the shaping of future services.

We recognise that at times children and young people may require support to make their views known and will support and arrange contact with an independent advocate or a children's rights officer to ensure that the child's views are heard and acted upon.

Stockton Borough Council has a clear complaints procedure which young people, other agencies and members of the public are encouraged to access to express their opinions which will be dealt with either formally or informally. All complaints will be recorded with any findings and outcomes explained to those concerned.

Young people, parents and carers can also notify OFSTED of any complaints or commendations

Stockton Borough Council has a complaint procedure available online at www.stockton.gov.uk, which lays down the actions that must be taken in the event of a complaint; the complainant will be informed in writing what has happened and procedure for appeal if necessary.

Complaints can also be made online at <https://www.stockton.gov.uk/stockton-council/customer-services>, by telephone call on 01642 393939 or in person at:

Stockton Central Library and Customer Service Centre
Church Road
Stockton-on-Tees
TS18 1TU

We also welcome any commendations, comments and feedback about the care and services we provide, these can be forwarded directly to the Centre or through the central system above.

7. Safeguarding policies

Safeguarding Children

Ensuring children and young people feel safe and are protected is at the core of the care we provide at Hartburn Lodge Children's Short Break Centre. We also encourage and promote children and young people to understand how they need to help protect themselves and place a strong value on building positive relationships and generating a culture of openness and trust, where young people feel confident to share any worries and concerns they may have.

Every effort is made to ensure that children and young people are kept safe at all times during their short breaks. A risk assessment is completed prior to admission focussing on safety issues; medication, allergies and danger awareness forming the basis of the individuals care plan. The risk assessment is regularly reviewed as required.

Stockton on Tees Borough Council has clear procedures for safeguarding children available to inform staff on how to deal with any allegations or suspicions of abuse by staff members, other children staying in the home, or by people outside the home and how to ensure they are dealt with in accordance with the safeguarding board procedures. Staff receive mandatory relevant safeguarding training, including bullying, child sexual exploitation and cyber bullying. Additionally the Centre has a clear counter bullying policy, a copy of which is given to all parents and young people prior to their stay. There is also a message box where young people can post any concerns they may have.

The children and young people are supervised during their stays to ensure safety. Doors have audible alarms to alert staff of any intruders and unauthorised absences. The deprivation of a child's liberty will be considered if they challenge either by words or behaviour any restrictions placed upon them. Staff in these circumstances will make a decision in the best interest of that child to ensure that they are safeguarded.

Safeguarding is an influential theme throughout the home's Policy and Procedures and strongly connected to the management and running of the home; this includes:

- Thorough recruitment checks on all staff prior to employment
- A consistent and shared approach to the care we provide.
- Children's privacy and confidentiality are protected.
- Regular training, guidance and supervision – particularly of new staff.
- Working closely with partner agencies and services to ensure a holistic approach to safeguarding.
- Regular Health and Safety checks of the building, staffing levels and identification.

The Centre also sits under the umbrella of Stockton Local Safeguarding Children's Board who provide consultation, guidance and direction in safeguarding matters.

Managing Allegations

Members of the staff team always listen to Children and Young People and take seriously any concerns or allegations made. They are careful to avoid leading questions or promises of confidentiality. All issues are discussed with the Registered Manager and the active social worker unless the concern or allegation is about the Registered Manager; any member of staff will in these circumstances know to go directly to the Designated Safeguarding Officer or the Resource Team Manager and the active social worker. In the case of out of hours a member of the staff team are able to contact the Emergency Duty Team.

Any allegations even those that appear relatively insignificant on the face of it will be reported to the LADO (Local Authority Designated Officer) The LADO will provide advice and guidance and ensure any investigations are conducted fairly and outcomes are recorded appropriately and kept on the members of staffs file.

In accordance with Local Authority Procedures the manager is also required were appropriate to inform DBS of any complaints or allegations and the outcome of any safeguarding or management enquiries made regarding staff. The manager will in accordance with Regulation 40 inform Ofsted.

Preventing Bullying

Every person has a right not to be bullied, Hartburn Lodge Children's Short Break Centre seeks to provide a safe environment where young people feel comfortable enough to report bullying and are confident that staff will do all in their power to prevent it. Bullying should not be tolerated by young people towards each other, by young people towards staff, staff towards young people and staff towards each other. The Centre has a countering bullying policy, which is made clear to young people upon admission. The staff members receive training in Safeguarding Children, including bullying and cyber bullying.

Internet Safety

At Hartburn Lodge Children's Short Break Centre we recognise that the use of internet and communication technologies can bring great benefits and opportunities to our young people. However we also recognise that these can also introduce dangers from which we must protect the young people. We ensure all our young people have access to the information they need to keep safe and are given appropriate levels of supervision and work with partners in E-safety to provide additional training and support where necessary.

Missing from Home

The care provided by the Centre is such that it promotes children and young people to feel safe and secure and appropriate levels of supervision and individual risk assessments are in place to minimise risks.

However, if such an occurrence happens the home has a very clear set of procedures to follow which have been established with Cleveland Police and Local Safeguarding Board. Each situation will be assessed and can be dependent on age, ability and circumstances. Centre staff will take all reasonable steps and actions to locate the child or young person and where necessary work closely with police to achieve this. It is important to highlight that instances of children and young people going missing from the Centre would be exceptionally rare.

Views, wishes and feelings

8. Consulting children and young people about their quality of their care

Hartburn Lodge Children's Short Break Centre use a variety of methods to consult with children and young people about their quality of care. These take the form of discussions and chats, questionnaires and more formal meetings such as Children's meetings, Reviews and link worker sessions. On a daily basis staff at Centre will consult with children and young people about activities, food, and the home itself, including decoration and purchasing of items. We also have a young person's suggestion post box where messages/suggestions/comments can be posted to the management team for written response.

Young people can also use the services of NYAS (National Youth Advocacy Service) or Independent Visitor if they wish.

Quality Assurance & monitoring

To ensure quality assurance OFSTED visit and inspect the Centre at least annually. To assist in the monitoring of the Centre independent visits are carried out monthly under Regulation 44 of the Children's Homes Regulations; In Stockton these are currently undertaken by NYAS (National Youth Advocacy Service). The Registered Manager also completes a 6 monthly report under Regulation 45, in respect of the operation of the home and as part of these processes young people, their families and other professionals are consulted regarding the quality of care received by the child or young person receiving a short break

The Centre is also visited by a group of young inspectors who reside within Stockton Borough Council's Residential Homes. This is a project inspired and delivered by the young people themselves to give young people direct influence over the services delivered by the Local Authority.

9. Anti-discriminatory practice and children's rights

Stockton Borough Council and its associated services have a clear policy regarding anti-discriminatory practises; this policy applies to all young people, staff, parents, carers and visitors. The policy is intended to ensure everybody has the same opportunities regardless of age, gender, race, faith, disability, ethnic origin or sexuality and that we do not tolerate discriminatory practise under any circumstances. In Hartburn Lodge Children's Short Break Centre we ensure that there is a balance between children's rights and their responsibility to consider the rights of others, we also consider their stage of development, abilities and decision-making capability within this framework and advocate where necessary.

The Children's Commissioner for England promotes and protects children's rights in England. They do this by listening to what children and young people say about what matters to them and making sure adults in charge take their views and interests into account.

The law says that, in their work, the Children's Commissioner should have particular regard to children living away from home or receiving social care, as set out in Section 8A of the Children Act 2004. They are responsible for the rights of all children and young people until they are 18 years old, or 25 years if they have been in care, are care leavers or have a disability.

Young people and their family can get in touch by calling free phone **0800 528 0731**

Education

10. & 11 Provision to Support children with Special Educational Needs

Every child, whether in a mainstream or special education setting, deserves a meaningful education to ensure that they are able to fulfil their potential. Young People with an Education Health Care Plan, face significant barriers to their progress and achieve less well than their peers at school and in further education, they may also be more likely to be bullied or excluded than their peers.

Hartburn Lodge Children's Short Break Centre staff will liaise with appropriate professionals to promote young people's education, where possible and appropriate. Resources will be provided to support individual children with their educational targets.

12. Arrangements for Children to attend local schools & Promotion of Educational Attainment

Hartburn Lodge Children's Short Break Centre is not registered as an educational provision however during term time children accessing short breaks will be assisted and transported to attend school as they normally would.

The staff team have fostered strong positive links with schools and colleges to help consistency of care between all carers and for information sharing. Staff members liaise by telephone, school visits, the young person's home/school communication book and attending meeting/reviews.

The importance of education is acknowledged and when children/young people bring homework into the Centre to complete, staff will assist with this. There is a wide range of books available which children can access. In addition to these there are a number of other resources to support education such as computers, iPads, games, toys, art activities, cooking etc.

Enjoyment and achievement

13. Arrangements for activities which reflect creative, intellectual, physical and social interests and skills

Hartburn Lodge Children's Short Break Centre recognises that enjoying and achieving is about accomplishment, it helps develop positive self-esteem, feelings of acceptance, adequacy and self-worth. This can be achieved by maximising opportunities through involvement in recreation, sports, cultural activities, hobbies and leisure interests and community participation.

Cultural Activities: The Riverside Festival comes to Stockton in the summer. For one week young people are supported to attend or take part in the shows. Other visits are made to museums such as Preston Park, Hardwick Hall Nature Reserve and Stewarts Park. Trips have also been made to places such as London, Paris and Edinburgh.

We have a cultural Diversity Resource Pack and calendar produced by Stockton Equality & Diversity Team available in the home; this provides information on community networks including youth facilities, faith and belief centres, disability support services, race and ethnicity services, and gender and sexuality support services.

Recreation: At Hartburn Lodge Children's Short Break Centre the young people have a choice of community activity these may include ice-skating, cinema, swimming or bowling. Within the Centre we have a large ground floor where the rooms are dedicated to various activities and personal interests are promoted such as attending concerts of favourite pop groups. Externally we have an extensive garden with specialised equipment. Opportunities are also provided for young people to participate in special interests for example football matches, a day in a music studio and a weekend at Centre Parcs.

Sport: Young people are encouraged in sport, not only at school but also in leisure time. Sports equipment is available within the home to encourage participation. The extensive ground facilitates scope for such activities.

Holidays: At Hartburn Lodge Children's Short Break Centre we enjoy holidays away from the Centre, this may involve an activity holiday in a caravan, sightseeing in cities, staying in hotels and bed and breakfasts and potentially exploring new experiences and cultures abroad.

Celebrations: We believe it is important to celebrate all achievements of young people whether this is small footsteps or huge milestones, this could include progress in tasks in line with their independence plan, positive behaviour, acts of good will and empathy towards others. The Reward system in the Centre recognises and celebrates these achievements.

All birthdays of young people accessing the services are celebrated with a cake and noted on a celebration board.

Citizenship: The young people from Hartburn Lodge Children's Short Break Centre are encouraged to be in an environment that promotes a sense of belonging by accessing the local community and facilities regularly during their stays. Integration between the young people and members of the local community is promoted by shared public celebrations e.g. Christmas Fairs.

Health

14. Health Care & Therapy Provided

A number of the children who attend the Centre have a range of additional health problems which include epilepsy, asthma, allergies and genetic conditions. These are identified in the child/young person's care plans and risk assessments to ensure their health needs continue to be met whilst accessing their short breaks. Staff members are not trained health professionals however will undertake relevant training specific to the needs of each individual child.

Many of the children/young people take medication and staff members adhere to the Centre's safe administration of children's medication policy which is provided to all parents prior to admission to the service. If a child/young person is unwell parents will be informed and it is expected that a child will return home.

Staff members are aware of the need to promote healthy living, and actively assist the children/young people in daily hygiene routines such as dental care, diet and exercise. Details of the level of assistance and promotion of independence will be detailed in the individuals care plan.

Only staff trained to Level 3 'in safe handling of medication' will administer medication. We have two staff trained to Level 4 standard who are able to observe the competency of our Level 3 staff.

In addition to the medication the team are able to administer as per our medication policy, we can also administer Growth Hormone via an Easypod device or/and a Genotropin Miniquick device. We receive our training for these devices from a healthcare professional based in the Endocrinology Department at the Royal Victoria Infirmary, Newcastle.

We are able to meet the needs of young people fed via a Percutaneous Endoscopic Gastrostomy (PEG) tube. We receive our training from a Nutricia Nurse and liaise with a young person's Dietician and parents/carers to ensure we are meet their needs.

The Centre also has access to advice around sexual health matters from the community nurses and sexual health workers within the local authority.

Therapeutic Techniques

Staff members are not trained health or therapy workers however they will support young people by using a variety of Child Development theories. The Centre works with specialised services such as CAMHS and community nurses to implement strategies of support. Staff members also receive training around attachment and behaviour management such as praise and reward, authentic warmth and utilisation of appropriate behaviour support techniques.

Positive Relationships

15. Promoting contact between children, family and friends

During short breaks, children, young people and their families and carers are encouraged and supported to be able to maintain contact if they wish to do so. Visitors are always welcome and arrangements will be made for private contact with children when requested.

Every child is allocated their own link worker who will liaise with parents, school and any other professionals to enhance and promote a child's views and needs to ensure consistency of care and communication.

Protection of children

16. The home's approach to surveillance and monitoring

The building is fitted with a range of security features to ensure the safety of children, young people, staff and premises.

The ground floor of the building, all external doors and outer buildings are fitted with an intruder alarm system. There are also surveillance cameras installed to the front and rear of the building which are monitored by Stockton on Tees Borough Councils Security and Surveillance team.

Within the building there are certain doors, rooms and stairwells that can only be accessed by the use of a fob which staff carry at all times. This is to ensure the safety of the children/young people accessing the service and again is discussed and explained with families and written consent gained prior to the service commencing.

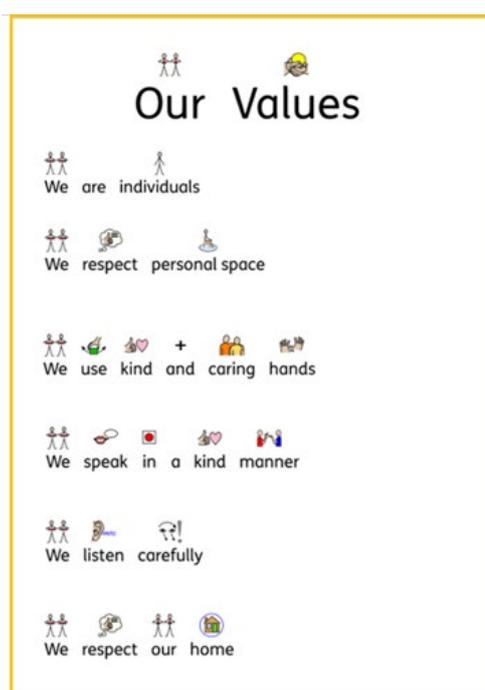
Each bedroom door is fitted with an individual door alarm which is discussed with the child/young person and their family prior to the overnight service commencing and written consent obtained. The door alarms are set once the young person has settled into bed at night and will then activate and alert staff that the bedroom door has been opened and that the child/young person requires attention. A light above each bedroom door will also indicate activation of the alarm.

In addition to the bedroom door alarms, each bedroom is also fitted with a listening intercom to allow staff to monitor the sleeping pattern and wellbeing of the child/young person during the night.

17. The home’s approach to behavioural support

Hartburn Lodge Children’s Short Break Centre recognises that children and young people require praise, encouragement, structure and clear boundaries to enable them to feel safe and secure. Children and young people are involved in discussions regarding what is expected of them as an individual and also how they treat and respect each other when staying for their short break.

The children and young people are encouraged to follow ‘Our Values’ which are displayed around the home (please see below). These act as a visual prompt for both the staff and the children and young people. We use these values to both promote positive behaviour and as a reminder when a young person is finding some of these values a challenge to follow. When a young person does find some of these values a challenge we use a restorative approach to support them, this may include social stories and/or an adjustment to their behaviour management plan. Also see below the behaviour management cycle that we follow which encourages a restorative approach.



The Centre promotes and rewards positive behaviours and achievements for all children and young people through our Rewards system. This is visible for all young people and allows them to see where they have gained ‘reward stars’ for good behaviour, consideration of others or where they have achieved a goal towards their Development Plan. Once a child or young person has achieved 10 ‘Reward Stars’ they can then choose a small gift in recognition of their achievements. This is also recorded in the Rewards and Achievement book with a copy being placed in the child’s/young person’s file. The reward system works in alignment with ‘Our Values’.

It is expected that everyone, staff and young people, respect each other and are mindful of other people’s needs and feelings. We work to encourage this through the building up of positive relationships between staff and young people and together devise new strategies to improve behaviour.

It is acknowledged that children with disabilities can often find verbal communications difficult so that their behaviour can be a form of communication. Every attempt will be made to resolve such difficult

situations, and consequences will only be imposed as a last resort. Any consequence imposed will be reported to parents/carers and recorded appropriately. Consequences may include a restriction or withdrawal of an activity or outing but would never include any form of corporal punishment or deprivation of food or drink.

The Centre operates a philosophy of de-escalation in terms of managing difficult or aggressive behaviour. We would wish at all times to prevent the need to restrain a young person. We work jointly with other agencies to share views ideas and strategies to meet the child's needs; these include professionals from CAMHS, education and the challenging behaviour team.

The Centre's approach to restraint

Hartburn Lodge use Team Teach Positive handling strategies that are accredited by UKAS physical intervention Accreditation Scheme. The aim of Team Teach is to use positive handling skills in behaviour management including verbal and non- verbal communication, diversion and de-escalation and safe effective, humane physical interventions which should only be undertaken where 'reasonable and absolutely necessary'.

All situations, in which hold/restraint has been necessary, will be recorded in the homes restraint book and a copy placed on individual children's files. Any incident will also be shared with significant parties and must include the social worker and resource team manager.

For those young people where restraint is not appropriate or places / environments where it should be avoided this will be highlighted in individual risk assessments and residential placement plan'.

Leadership and management

18. Contact Details

Registered Provider:

Stockton-On-Tees Borough Council,

Municipal Buildings,
Church Road,
Stockton-on-Tees,
TS18 1LD

SATNAV: TS19 1UE

Tel. 01642 393939

Responsible Individual:

Rhona Bolland Service Manager – Assistant Director Children’s Services – Safeguarding and LAC

Municipal Buildings,
Church Road,
Stockton-on-Tees,
TS18 1LD

Tel. 01642 393939

Acting and Registering Manager:

Miss Ailisa Williams

Stockton-On-Tees Borough Council,
Hartburn Lodge,
Children’s Short Break Centre,
Harley Road

Stockton-on-Tees
TS18 5DL

Tel. 01642 527994

19. Experience & Qualifications of staff

Relevant Qualifications of Registered Staff Team				
Name	Position	Date Started	Qualifications	Experience
Ailisa Williams	Currently Acting and Registering Manager	07.10.19	Level 5 Diploma in Leadership and Management for Residential Childcare NVQ Level 3 in Health and Social Care- Children and Young People BTEC National Diploma in Early Years Support use of medication in social care settings	13 years' experience of working with Children with disabilities for a domiciliary care service that was registered with the CQC. I have also organised and ran play schemes for disabled children. I have worked in a short breaks unit for disabled children for 7 months. My last role was in the interventions and family group conference team, providing edge of care support to children and families who have social work intervention.
Vikki Crinnion	Short Breaks Centre Deputy Manager	27.08.19	Level 5 Diploma in Leadership and Management for Health and Social Care and Children and Young People's Services – Children and Young People's Residential Management Pathway Level 3 Diploma for Children and Young People Workforce: Social Care Pathway Postgraduate Certificate in Youth Work and Community Development BA (Hons) in Leisure Management AVCE Business Management Managing Safety – IOSH Support use of medication in social care settings	Experience of working with children, young people and families in a range of settings including summer play schemes, alternative education programmes, youth clubs, drug and alcohol services. 10 years' experience working within Stockton Borough Council in Residential care including short breaks centre for children and young people with additional and complex needs, assessment unit for children and young people entering care and long term residential homes. Have previous experience of managing and registering with OFSTED for a residential children's home.

Helen Harrison-Seconded elsewhere	Senior Short Break RCO 37 hours	12.04.21	Certificate in Social Care Level 3 Level 3 Counselling skills	18 years working in a senior position in a short breaks setting for children with disabilities. I then worked for 7 years in schools and colleges as learning support. I then went onto a senior role in a short break setting. I then worked in a residential children's home, and progressed to Deputy Manager.
Jenny Yates	Senior Short Break RCO 37 hours	08.02.21	Project Management – Level 2 Business Administration – Level 3 Safe Handling and Administration of Medications – Level 3 Understanding Children and Young People's Mental Health – Level 2	Experience of working in a Police environment for 10 years including being a Police Cadet. An approved Foster Carer. A casual staff member with us since July 2019.
John Stonehouse	Short Breaks RCO 37 hours	09.02.17	NVQ Level 3 in Social Care Level 3 Safe handling and administration of Medications	Residential care Officer in Children's homes in Stockton
Gwen Webster	Short Breaks RCO 37 hours	15.07.01	NVQ Level 3 Teacher's Assistant Certificate Youth Worker Certificate NVQ Level 3 in Social Care Level 4 Managing Medications Level 2 understanding Autism Leadership & Management level 3 IOSH	2 years as Summer Play leader 2 years' experience within crèche, currently working with Youth Service since 1998
Kimberly Shildrick	Short Breaks RCO 37 hours	01.04.21	BTEC National Diploma in Early Years Level 3 NVQ in Health and Social Care	16 years experience of working in a short break setting in another local authority 12 years experience working in a home support team, that provided care to children with disabilities within their home. The service was registered with CQC.

				3 years working with adults with disabilities and in supported living
Ryan Smith	Short Breaks RCO 37 hours	04.01.21	Level 3 Diploma for Children and Young People Workforce: Social Care Pathway.	Experience of providing home support for young people with disabilities. Experience of working in an adults short breaks service. A casual staff member with us since May 2020.
Jen Sanderson	Short Breaks RCO 35 hours	29.03.21	Level 3 Certificate in Supporting and Learning in Schools.	2 years as SEN teaching assistant in mainstream school 2 years working as teaching assistant in an SEN school, supporting children with a range of disabilities and complex needs.
Claire Skippon	Short Breaks RCO 30 hours	01.09.14	NCFE Certificate in Playgroup Practice; BTEC First Certificate in Caring. Level 3 Diploma in Children and Young People's Workforce: Social Care Pathway. Level 3 Support Use of Medication in Social Care Settings Level 2 understanding Autism	Volunteer Youth Worker (Catholic Handicapped Fellowship); Outreach Worker (Middlesbrough Council); Social Work Assistant (Stockton Council); Support Worker (EOTAS); Foster Care (Stockton Council); Support Worker (Adult Care)
Rachael Coates	Short Breaks RCO 30 hours	29.06.15	NVQ level 2 in care. Level 2 & 3 in Support Use of Medication in Social Care Settings. Level 3 Diploma in Children and Young People's Workforce: Social Care Pathway. Level 3 in Independent living in Social care. Level 2 understanding Autism.	Care co-ordinator with Adults with Learning disabilities and Residential Care Officer with Adults with learning disabilities. Detached Youth Worker for Stockton Council. Residential care Officer for Hartburn Lodge.
Emily Shovlin	Short Breaks RCO	01.12.21	Level 3 Diploma for Children and Young	Experience of working at both Hartburn Lodge and Oasis (After

	30 hours		People Workforce: Social Care Pathway.	School Service) over the past 15 years. Recent experience of working in our local authorities edge of care/intervention service.
Fiona Little	Short Breaks RCO 30 hours	07.12.21	Understanding Autism - Level 2 Attachment and Trauma Informed Practice – CAMHS Food Safety - Level 3	A Cook at Hartburn Lodge for 5 years allowing her to build strong relationships with the young people. An approved Foster Carer. A casual staff member with us since May 2020.
Catherine Richardson (Maternity)	Short Breaks RCO 30 hours	11.02.19	AS Certificate in Health and Social Care Ordinary Degree of Bachelor of Arts in Educational Studies Working towards Level 3 Safe Handling and Administration of Medications	Catherine began her experience in social care as a Care Assistant in a nursing home. Her first experience of supporting young people with complex needs was through our Play Scheme as a Play Leader. She then used this experience to become a Casual Residential Care Officer at Hartburn Lodge before accepting a temporary contract.
Angela Drury-Seconded elsewhere	Short Breaks RCO 30 hours	30.04.21	Level 5 in Leadership and Management NVQ Level 3 in children and young people Level 4 train the trainer in medication IOSH	32 years of experience in range of settings including Residential Children's homes and Short Breaks settings
VACANT	Short Breaks RCO 30 hours			
Chris Russell-Seconded elsewhere	Short Breaks RCO 25 hours	31.12.00	NVQ Level 3 in Social Care Level 3 Safe handling and administration of Medications Level 2 understanding Autism	3 years working within education as a classroom assistant prior to starting at Hartburn Lodge

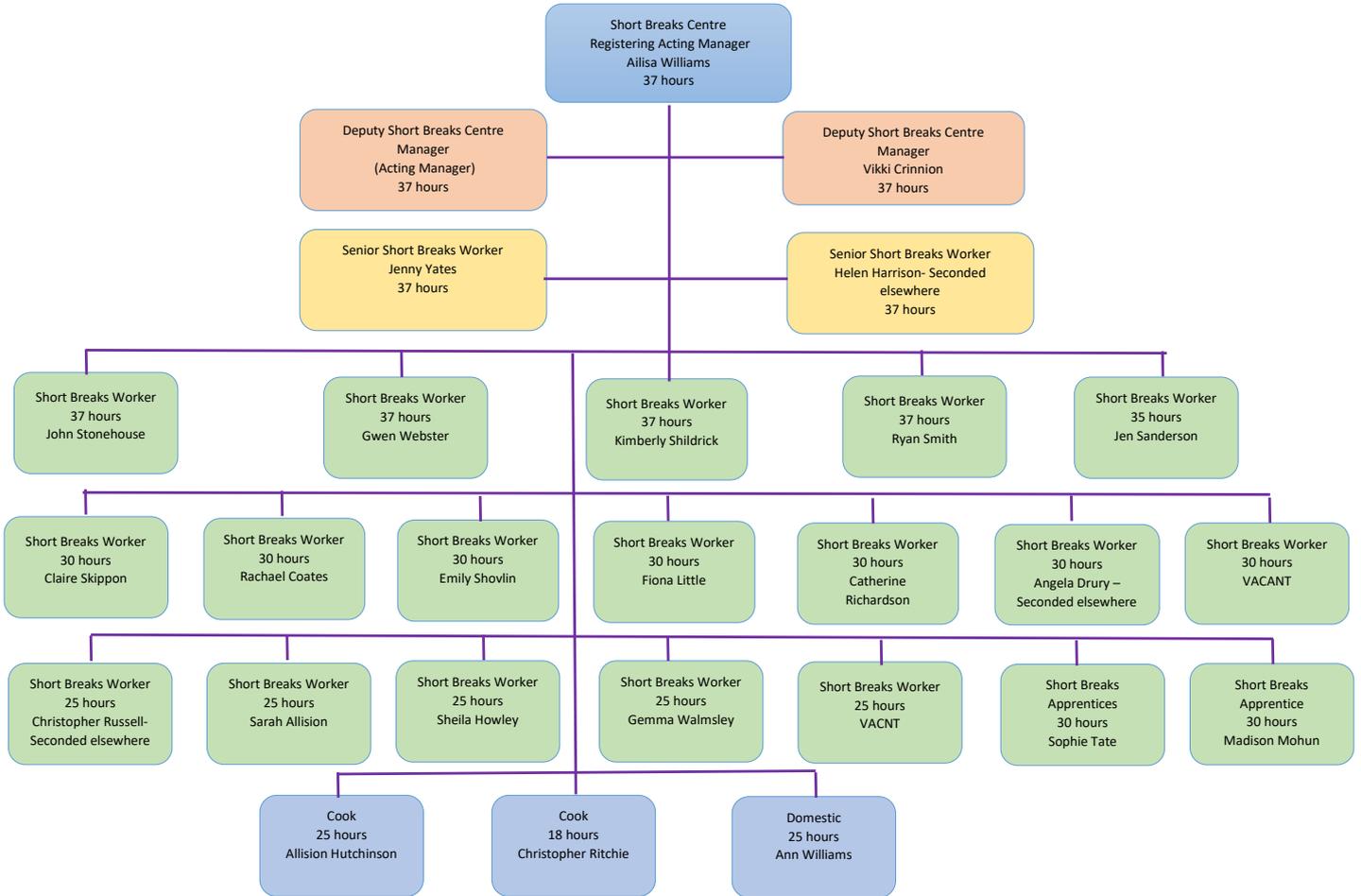
Sarah Allison	Short Breaks RCO 25 hours	22.08.14	Makaton training, Child Protection, Food Safety, First Aid, E-Safety, Level 3 Support Use of Medication in Social Care Settings. Level 3 Diploma in Children and Young People's Workforce: Social Care Pathway. Level 2 understanding Autism	Support Worker, Voyage Care for people with head injuries.
Sheila Howley	Short Breaks RCO 25 hours	08.02.05	NVQ Level 3 in Social Care Level 4 Managing Medications Level 2 understanding Autism	Nursing Assistant in the community with children with learning disabilities before working at Hartburn Lodge
Gemma Walmsley (Maternity)	Short Breaks RCO 25 hours	29.09.14	NVQ Level 3 Diploma in Youth Work Practice; NVQ Level 2 in Youth Work. Level 3 Diploma in Children and Young People's Workforce: Social Care Pathway. Level 3 Support Use of Medication in Social Care Settings	Voluntary Teaching Asst. (Oak Tree Primary School) Team Leader (Safe in Tees Valley) Youth Activities Worker (Stockton Borough Council) Key Worker (Safe in Tees Valley)
VACANT	Short Breaks RCO 25 hours			
Sophie Tate	Short Break Apprentices 30 Hours	17.05.21	CACHE Level 3 Diploma in Supporting and Teaching Learning	2 years experience of working with a service that supported children with Autism. Working within family homes and out in the community.
Madison Mohun	Short Break Apprentices 30 hours	04.05.21	CACHE Level 3 Diploma in Health and Social Care	1 years experience of working as a Direct Payment worker, supporting an elderly lady in her home.

Allison Hutchinson	Cook 25 hours	11.11.19	Level 2 Food Safety, Level 2/3 Cooking, Safeguarding and Prevent (Corporate Induction).	Allison has previously held Cook posts in two other settings which have included a nursing home for people with dementia and a children's nursery. At the nursing home Allison also supported colleagues to feed the residents which enabled her to observe and adjust meals to suit each individual person. At the children's nursery preparation was key in her role to ensure the children's meals were age appropriate.
Christopher Ritchie	Cook 18 hours	13.03.17	Level 2 Diploma in Professional Cookery Degree of Bachelor of Arts in Creative Arts Doctor of Philosophy	Chris has been employed in several establishments as a chef whilst also working within education facilities as a lecturer.
Ann Williams	Ancillary Support Worker 25 hours	13.02.17	An introduction to safeguarding Children	Previous experience of cooking within care homes for over 15 years.

Team Structure

This document was classified as: OFFICIAL

Hartburn Lodge Short Breaks Centre Staffing Structure



Supervision of Staff

The supervision of staff is undertaken through:

- Regular individual supervision sessions
- Team meetings
- Annual appraisals
- Informal discussions

In formal supervisions we discuss training and development, responsibilities & practice, young people, the home and any personal issues.

Team meetings are held monthly to discuss any issues within the Centre, the young people, information cascaded from senior management and any information from the young peoples' focus group meetings. Twice a year the home closes to enable all staff members to attend a development day where ideas and plans are explored and agreed improve current and future services.

All staff have their performance annually appraised and the views of the young people are taken into account.

The Centre has a comprehensive training programme, which includes identified mandatory courses as required by the National Minimum Care Standards for Children's Homes. Stockton Borough Councils Workforce Development Unit has an extensive training programme which staff are supported to access.

All staff members at Hartburn Lodge Children's Short Break Centre have completed or are working towards Level 3 Diploma in Children and Young People's Workforce Development.

21. Description of how the home promotes appropriate role models of both sexes.

The Centre currently employs both male and female staff providing appropriate gender role models for the children and young people. We recognise that in modern society families can have varied and different compositions. We promote an environment which enhances a young person's learning and understanding of relationships and the roles within those relationships.

Care planning

22. Admission criteria

When a young person is assessed as requiring short breaks at Hartburn Lodge Children's Short Break Centre, the following criteria will apply:

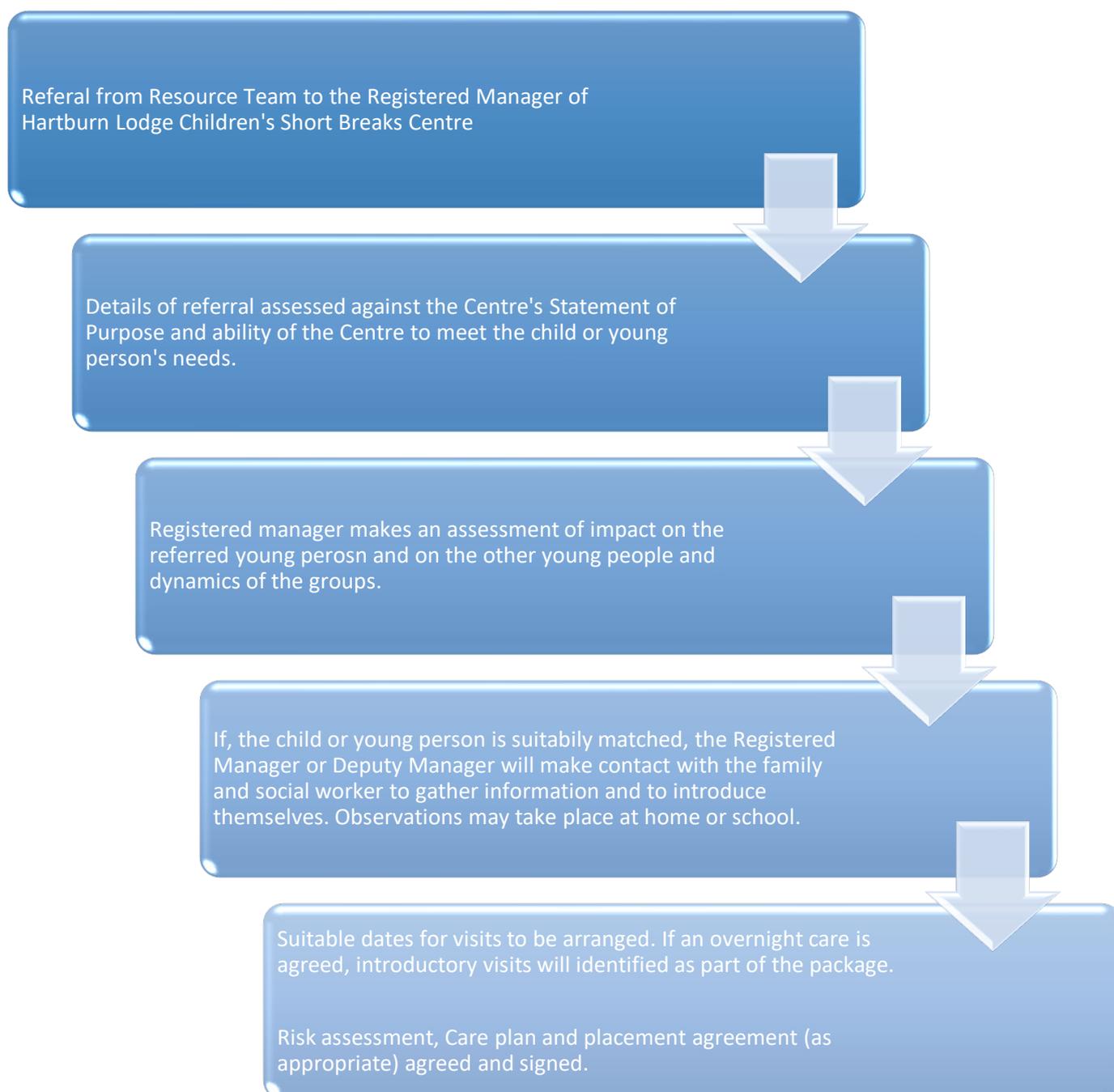
- The child/young person accessing residential overnight care is aged between 4 and less than 18 years old.
- The child/young person accessing after school care is aged 5 (from 1st September after the child's 5th birthday) to 18 years.
- The child/young person accessing The Inclusive Holiday Programme can be from the age of 3-18 years of age.
- The Young Person is diagnosed with a disability and impairment where additional support is required.

- The young person's needs have been assessed by a social worker as needing this support and Hartburn Lodge Children's Short Break Centre has been agreed as the appropriate support, including one of its community venues.
- The social worker will have the relevant paperwork in place, including Placement Information Record, Care plan, Risk Assessment and signed medical consents prior to the young person's first overnight stay.
- The admission is planned including introductory visits for young person and family except in emergency circumstances.

Emergency situations

In the event of the building being closed to providing Short Breaks, Stockton Borough Council may utilise the building in emergency situations.

Admission Plan Flowchart



Other useful contacts

OFSTED -

Ofsted is the office for Standards in Education, Children's Services and Skills. They report directly to Parliament and are independent and impartial service who act as a regulator, checking that people, premises and the services provided are suitable to care for children and potentially vulnerable young people. They produce and publish the results and reports on the premises they inspect and these can be located on their website

www.ofsted.gov.uk

Ofsted can be contacted at the following address and telephone number:

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

Tel: **0300 123231** (please quote Reference Number SC442886)

NYAS – The National Youth Advocacy Service is a UK charity providing socio-legal services. It offers information, advice, advocacy and legal representation to young people aged 0 – 25, through a network of advocates.

Tel: **0800 61 61 01** or visit www.nyas.net

Stockton Borough Council LADO – The details of our current LADO are:

Phillip Curtis

Tel: 01642 527413

Email: phillip.curtis@stockton.gov.uk

Temporary measures in response to COVID – 19

In response to the impact COVID 19 Virus is having globally and to the emerging crisis's locally, it is highly likely that vulnerable young people will need to be cared for in an emergency. In preparation for this, measures are in place to induct staff into the home who are already employed by the Local Authority in other non-critical children's service areas, this forms part of the Councils overall contingency planning. The home has the facilities to increase bed space if required.

Impact Assessments will inform decision making and matching and were appropriate and required during this crisis period, Hartburn Lodge will accept the admission of young people to remain beyond what is considered a short break and this may be the young person's main placement until an alternative placement can be sourced. Risk Assessments and Day to Day Care Plans will be in place.

The house has ample space to create additional bedrooms without impacting on the shared living space. If there is a requirement to increase the bed base, this will be carefully risk assessed and will only be considered if there are sufficient staff to safely care for the children in placement. Impact Assessments will inform decision making and matching. A variation to the registration from OFSTD at this point will be requested.

Additionally it may be necessary to provide a place to a non-disabled young person, if such a request is made Impact Assessments will inform decision making and matching. A variation to the registration from OFSTD at this point will be requested.

At all times the home's manager and staff will be kept fully briefed of Stockton Borough Council's emergency contingency planning, the home will be fully briefed of government guidance and will be supported to follow the advice from the [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) website.

The Registered Manager will notify OFSTED of any changes to the homes Statement of Purpose which have arisen due to the COVID – 19.