

STATEMENT OF PURPOSE

Godbey House is a Local Authority Children's Home which stands in its grounds opposite the seafront on Hayling Island. It is a large detached house with six children's bedrooms. It is approximately six miles away from the main centre of Havant.

The main function of Godbey House is to provide a home for boys and girls between the ages of 9 and 13 years who are unable to live with their own families, and for whom residential care has been identified as the most positive choice. However, we strongly believe that all children have a right to a family life, and our aim is to prepare them to return to their own family or to an alternative family, whichever is more appropriate. While the young people are in our care, every child will be given help to reach their full potential in a way which reflects their cultural, religious and ethnic background, by encouraging school attendance, promoting a healthy life-style, as well as offering activities and skills to develop their self-esteem. In exceptional circumstances younger children could be admitted where this is identified as the first choice for the child. Exceptionally also older children may continue to live at Godbey House if they were admitted before their 13th Birthday and have a planned move after that date.

It is anticipated that all placements at Godbey House will be planned and that in principle a specialist unit will not accept 'emergency' admissions.

An 'Emergency Placement' is defined as:

“the need to identify an immediate available bed for a child or young person with no pre-admission referral or care planning which links the needs of that child with the service that is provided by that unit”

In exceptional circumstances an 'Immediate Placement' may be agreed by the Service Manager and the Unit Manager. In such circumstances the Service and Unit Manager will agree that the introduction and pre-admission procedures can be abridged to facilitate the placement of a child/young person within 24 hours.

Immediate placement will only be considered where a referral form has been completed and it is agreed that the young person's needs fit the criteria for admission and he/she will be well placed in the unit.

Children whose plan identifies returning to their own families, or those who have had foster carers identified for them, will embark on a programme of re-introduction to family living alongside their family or foster carer. Although this will include some input from Godbey House staff, other resources from the area may be needed.

At Godbey House we aim to work in a therapeutic manner, through the creation of a calm, nurturing environment which offers children, as a group and individually, the opportunity to explore and express their inner feelings in a safe structured way. It is accepted that the children will sometimes experience very strong emotions and may display these through their behaviour. Staff will work with children to help them to find more appropriate ways to express their feelings. This is achieved through planned programmes of Direct Work and Play Therapy as well as positive role modelling by staff.

Staff do not live at Godbey House, but are present 24 hours a day. We aim to have a minimum ratio of one adult to every two children during waking hours and two staff sleeping in overnight. Children and adults work together in the experience of everyday living, and are encouraged to treat each other with mutual respect. All aspects of life at Godbey House are discussed at monthly house meetings, including acceptable levels of behaviour.

1. FACILITIES AND SERVICES TO BE PROVIDED

Facilities:

- Each Child will have their own bedroom and be consulted about the colour scheme for the walls and co-ordinated bed covers.
- Areas for play and other activities are provided both indoors and in the garden. A computer with internet access is available for the children to use when supervised by staff. Children will also have access to a lap top that they can use whilst at Godbey House. Meals will be provided, breakfast, lunch and dinner with a light supper before bedtime, to be eaten with staff in the dining room. Hot and cold drinks are available throughout the day.
- There is supervised access to kitchen and laundry areas to facilitate learning and promote life skills.

Services:

- Assessment of Needs will be undertaken by key-workers with each child, their carers and social worker.
- Assessment of Risk will be undertaken by key-workers, community therapist, the child, their carers and social worker.
- Therapeutic work available will be - Life story work
Loss and bereavement work
Attachment work
Preparation for family life
Sibling relationship assessments
- Educational Support - Homework support
Regular Liaison with school and LEA
Educational activities
Trips and outings

2. THE REGISTERED PROVIDER IS:

Cathi Hadley
Hampshire County Council
Social Services Department
The Castle
Winchester
SO23 8UG
Tel: 01962 841841

3. THE REGISTERED MANAGER IS:

Anouska Likely
c/o Godbey House
380 Seafront
Hayling Island

Hampshire
PO11 0BD
Tel: 023 9246 2939

4. QUALIFICATIONS AND EXPERIENCE

Registered Manager

MSC/Diploma in Social Work
NVQ 4 in Management
BSc Sociology/theology

10 yrs in residential Child Care, of which 5yrs management, 4 yrs supervised contact manager.

5. STAFFING

The Staff Team

The overall management of Godbey House is the responsibility of the Unit Manager. The Unit Manager is assisted in this task by a team of care staff.

On a day to day basis there will be a ratio of one staff member to two children care staff on duty from 7.00 am – 10.00 pm. At night times there are always two staff sleeping-in.

The staff teams work on a shift basis, from 2.00 pm – 10.00 pm, sleeping-in and 7.00 pm – 2.00 pm the next day. So that the young people are aware of who is on duty, the staff rota is available to them.

In addition to the care staff there is a part time domestic, a part time laundress, a part time cook and a part time clerical assistant.

All staff are employed after police checks have been made, references taken and checked, employment history has been verified and a pre-employment interview undertaken.

Once appointed to the team at Godbey House all staff undergo a period of probation followed by regular supervision with either the manager or a senior member of staff.

Staff appraisals are carried out annually – Individual Personal Plans

The whole staff team meets regularly to undertake training and discuss the services being offered from Godbey House.

Consultation and Support for the staff is available through:

- Regular planned supervision;
- Line management support;
- Consultation and supervision from the child and family therapy services, as well as;
- Peer group support.

Godbey House staff team has seventeen workers, a deputy manager and a manager. Thirteen of the workers are trained care staff and the remaining four provide essential support through administrative and domestic services.

Care staff are required to hold, or be working towards, an NVQ III qualification in child care. Currently 12 have NVQ 3; one has NVQ 4; the Manager, Deputy and one Senior staff member are DIP.SW/Degree qualified, with the Manager and Deputy having NVQ 4 in Management.

The men and women who work at Godbey House hold a range of other qualifications and all of them have experience of child care work.

Please see **section 7** for the organizational structure of the home.

6. SUPERVISION, TRAINING AND DEVELOPMENT OF STAFF

- Supervision is provided by trained and experienced supervisors for all staff
- Supervision takes place at least 1 ½ hours monthly and a written record of the main points is kept.

There is a performance appraisal system for all staff. Bi-annual reviews of each person's performance takes place with the manager.

Reviews will identify:

- Performance objectives
- Progress achieved
- Further development needs (including training)

Training includes:

Induction
Working with children in Residential Care
Midas - Mini bus safety driving training
Food Safety Hygiene
First Aid
Direct Work with Children
Legislation – The Children Act 1989
Assessment framework
Team Teach – Prevention and Management of Behaviour
Fire Training
Health and Safety
Child Protection
Supervision of Staff
Working with families
Protecting children from bullying
Race awareness
Pillars of Parenting

The Pillars of Parenting

The key theoretical underpinning to the residential strategy is the implementation of the Pillars of Parenting (PoP). This programme sets out to empower those working with children with the knowledge and skills to understand the complexity of their task. The 'authentic warmth' model supports clear and strong leadership for those responsible for organising services for children in public

care and demands a high level of purposeful kindness and commitment from the carers who look after them every day. It is a child centred approach which is informed by the best knowledge that child psychology has to offer.

The PoP sets key parenting tasks which are designed to enable and empower carers to ensure that their children can achieve the following:

1 Developing a sense of well-being: helping children and young people to feel good about themselves by:

- Providing quality care and protection
- Building warm relationships
- Promoting an appropriate level of self perception/self worth
- Ensuring a sense of belong

2. Managing life events: enabling children and young people to responds to difficulties and opportunities by:

- Enhancing resilience
- Teaching self management skills

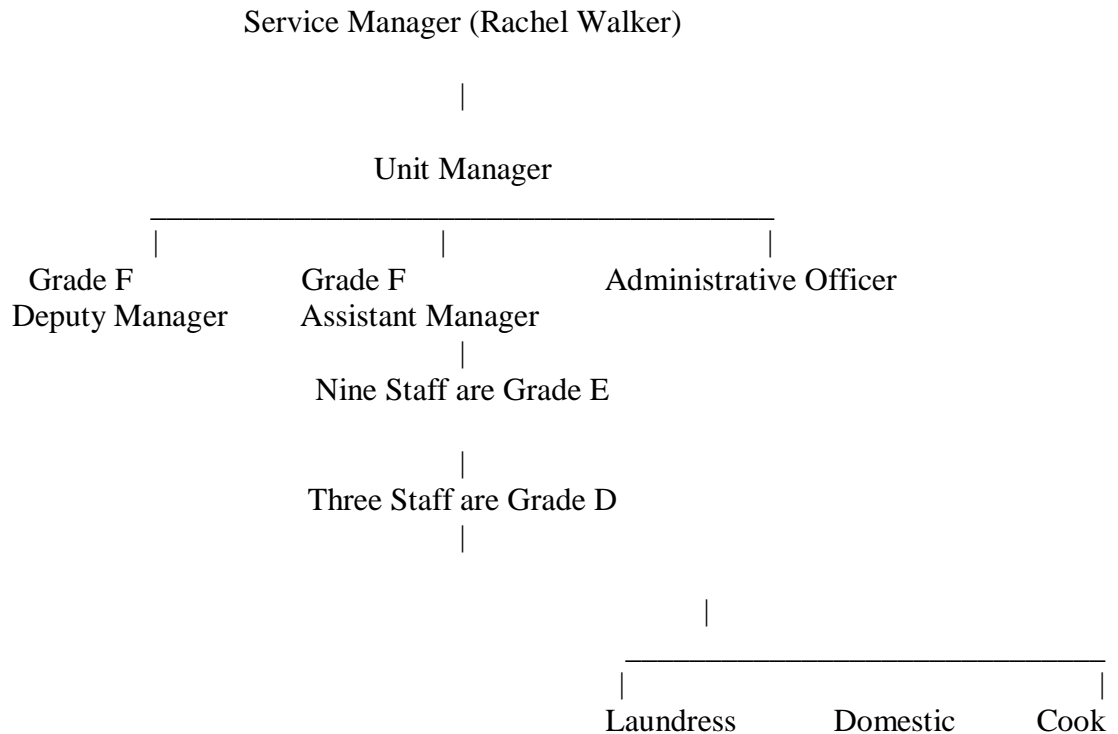
3. Acquiring social confidence and capital: helping children and young people make and keep friends by:

- Improving emotional competence
- Developing personal and social responsibility

The authentic warmth approach provides a general framework for good practice but it needs to be adapted for each individual child's needs. This process is achieved through a consultancy model which involves a psychologist working directly with the carers and using psychology to provide a deeper insight into the problems and potential of each child and to inform the selection of the particular support strategies tailored to the child's needs. It is the information from the psychology knowledge base adapted in a creative way by the psychologist that enables carers and managers to generate, agree and implement sophisticated strategies in heir day to day interactions with children. In this way the authentic warmth approach becomes a dynamic model of childcare, as opposed to a static and inflexible one.

Strong and committed leadership is a pre-requisite of this programme. Each manager will need to retain the strategic and long term view, take necessary risks, think creatively and inspire staff by helping them to see what they and their organisation could become.

7. THE ORGANISATIONAL STRUCTURE OF THE HOME



8. CHILDREN

(a) The age range, sex and numbers of children for whom it is intended that accommodation should be provided:

Godbey House provided accommodation for up to six children aged between 9 years and 13 years of either sex.

(b) Whether it is intended to accommodate children who are disabled, have special needs or any other special characteristics:

Godbey House will provide accommodation for children who present complex emotional and behavioural needs, and who require therapeutic services to enable them to return to family life.

(c) The range of needs (other than those mentioned in sub paragraph (b)) that the home is intended to meet:

- Basic physical needs
- Protection and safety
- Social needs such as belonging and acceptance
- Intellectual needs – support for education
- Cultural, racial or religious needs

9. ADMISSIONS

Godbey House will operate within a clear admissions criteria. Requests for placement will only be accepted through the agreed referral process and confirmed by either the County Placement Forum or in consultation with the County Manager/County Service Manager.

Placement decisions will take into account the needs of the young person and the dynamics of the group of resident young people. The services is intended for young people who are aged between 9 and 13 or below at admission where residential care is the first choice for them. They will have complex needs requiring ongoing assessment, multi-agency services and a period of residential care in excess of six months in an environment that is conducive to therapeutic interventions.

- **If admission is the chosen plan and agreed at a planning meeting:**

- i) Handbook re Godbey House will be left with child and family to read;
- ii) Pre-admission visit to Godbey House will be arranged for child and family;
- iii) Admission date to be agreed during pre-admission visit;
- iv) After pre-admission visit, where time-scale permits, key/link worker to visit the child once or twice more at home and to arrange a second visit to Godbey House for the child (without parents) to meet the group;

(Time scales can be as tight/flexible as needed to meet the needs of the particular child).

- **Prior to admission:**

Social worker to provide Godbey House with an up-to-date chronology and flow chart.

New Arrivals at Godbey

The Care Staff on duty when a child first arrives at Godbey house will do their best to help in the following ways:

- By making them feel welcome
- By giving them the opportunity to talk over any problems or worries they have
- By explaining what facilities there are at Godbey House
- By going through the 'Welcome to Godbey' booklet
- By introducing them to the other children and staff
- By showing them around the house, including the sleeping area
- By gaining as much information as possible about the child so that immediate and interim needs can be met
- By liaising with the family and the Social Worker
- By explaining what will happen next? And having a shared understanding about why the admission to Godbey House has been made.

Consideration will be given to the existing group and potential for conflict in meeting their needs when deciding the suitability of new admissions.

10.

Godbey House will not provide accommodation for more than six children.

11. GODBEY HOUSE PHILOSOPHY

At Godbey House we believe that children have the right to family life and our aim is to prepare them to return to their own family or to an alternative family.

We aim to work in a therapeutic manner through the creation of calm, nurturing environment, the opportunity to explore and express their inner feelings in a safe and structured way.

We believe that children can develop to their potential when their 'needs' are met. Activities at Godbey House are designed with this in mind.

12. HEALTH

All children and staff at Godbey House are encouraged to have a positive attitude towards good health. We promote preventative health care such as a healthy lifestyle and a balanced diet, as well as regular visits to the dentist, opticians and doctors.

We encourage the children by example and ask parents to support this by monitoring their child's progress. Activities, suitable to each child's ability, are encouraged and staff are asked to be good role models in pursuing a healthy lifestyle.

Promoting good physical health can help with mental health too. Children are encouraged to have regular sleep patterns and avoid harmful activities like smoking and taking drugs. Day to day support is offered to each child if they wish to discuss any worries or problems but additional support through a counsellor or therapist can be sought if necessary.

Child Health

Health is an important matter for children who are still growing and developing. At Godbey House we write in to the child's care plan a programme of planned health care but we also respond to changes in each child's health or well being on an unplanned basis.

We promote regular dental, visual, hearing and developmental checks using the child's own network or using local health services if the child is not registered elsewhere.

We liaise closely with the child's parents/carers/social worker and health care professionals to promote health development and monitoring.

We promote regular health assessments using the G.P. or the Designated Nurse for Looked After Children, the latter offering to do the assessments at Godbey House, thus being a lot more relaxed. Health Assessments should take place at time of admission and then once a year after that, unless directed as otherwise by the G.P. or courts.

The 'essential information records' (parts 1 and 2) will provide details of immunisations the child has received. Agreement will be sought by parents to undertake any outstanding immunisations through the health services.

Children who require any additional health care or specialist health care will be given support and encouragement to get this. Any new referral to a specialist will be discussed in full with parents and social worker.

Information for children on health matters may be given in a variety of ways, e.g. posters, leaflets, video's/DVD's, presentations, discussions and through role modelling. Staff will be available to

provide advice and guidance on a range of health matters including hygiene, sexual health, personal presentation, drugs, smoking, solvent abuse, HIV/Aids, etc.

Children will have access to a balanced diet, which will include any special dietary needs. Snacks will be available between meals but these should be health snacks such as fruit, rather than crisps and biscuits. Semi-skimmed milk is generally available but other milk or milk substitutes can be provided. Since 1st January 2000, no genetically modified foods have been purchased or served at Godbey House.

Staff Health Matters.

Staff at Godbey House will be given up to date information and access to training on health matters including drugs, alcohol, solvent abuse, HIV/Aids, health care for children including children from ethnic minorities and first aid training.

Staff will also have access to specialist advice and therefore need to have full details and history of each child's health.

All staff have responsibility for children's health and need to maintain links with the community based health teams.

The health and wellbeing of staff is as important as the children's so there will be opportunities for staff to have health checks and immunisations for Hepatitis. Special dietary needs for staff will be catered for, although individual tastes cannot be.

Staff are encouraged to share in recreational activities with the children to promote their own health as well as be good role models.

Storage of Medication and Records

All medication will be stored in a locked medical cabinet and the keys kept in the key cupboard, which is also locked.

First aids kits and spillage kits are available throughout the building and minibus. These are regularly checked and replenished by a qualified first aider.

Children are not given responsibility for holding and storing their own medication, as they are too young at Godbey House.

Each time a child is prescribed medication by a G.P., the details are entered in the child's file on the medical contact sheet and in the medical cabinet. Then as each dose is given a further entry is written on the medical contact sheet and in the medical book in the cabinet. These records are moved with the child and the details given to the parents for their own 'Parent held Record'.

Individual medical records should include:

Illnesses

Operations

Immunisations

Allergies

Medications prescribed and administered

Dates of appointments with G.P. or specialist

Written consent form parents for treatment

(HIV status should not be recorded)

Smoking

Godbey House is a non smoking establishment.

Due to the age of the children in residence none of them can be given permission to smoke. However, some children do arrive at Godbey house already smoking regularly. We will offer intensive 'non-smoking' programmes to help children to stop smoking which may include some health education and an incentive scheme as well as appositive support. Parents and visitors are requested not to smoke whilst visiting and not to give cigarettes or lighters to any of the children.

We operate a non-smoking policy in the house and staff who smoke, must do so outside and away from the house, in a designated area. Smokers must not allow any of the children to be present when they are smoking and dispose of cigarette ends carefully.

Assistance for anyone wishing to 'Quit' will be sought from the G.P. or the community health team.

A written record of smoking issues ad non-smoking programmes will be made and added to the Care Plan.

Drugs and Alcohol

Drugs and alcohol must not be taken on the premises or brought into the house or garden. Young people who have drug dependency or alcohol problems will be offered support via the community based services. There are confidential services aimed at helping young people via 'Catch 22'. They are aimed at helping young people who have used or are using illicit drugs.

A written record of the risk (risk assessment) for the child will be made and kept on the child's file.

Accidents and Emergencies

Children at Godbey House are encouraged to play and pursue activities safely. For example any child riding a bike or horse would be expected to wear a safety helmet and children are only allowed to leave the grounds on a bike after passing a cycling proficiency test. However accidents involving children do happen and emergency health matters can arise suddenly.

Staff are trained to respond quickly to accidents and emergencies. They will first take steps to ensure no further harm can occur then either provide first aid treatment for minor injuries or call for assistance via ambulance or doctor whichever is most appropriate. Parents will be contacted and if needed be given assistance to go to the hospital.

All serious incidents will be reported to the Manager, Service Manager and Inspection Team.

Records of all accidents are written into the accident book as well as on the child's file.

13. EDUCATION

Statement of Purpose – Education Policy

We believe education to be pivotal in the life and development of children and young people and recognise their rights to both a formal and informal education. We will make every effort to ensure all those children/young people we look after receive the education to which they are entitled in order for them to achieve their full potential. We will promote individual talents and ensure that achievements are recognised, both within the unit but also through County events such as the annual prize giving.

We will work in conjunction with families, local schools, the Education and Inclusion Service and all partner agencies to enable the children/young people we look after to reach their full education potential.

An identified member of the staff team will be designated as the lead person for education and they will co-ordinate between family members, the child/young person, the key worker and other agencies.

When a child/young person comes to Godbey House they are expected and encouraged to attend their usual school in order to promote continuity of their education and maintenance of their social networks. They are fully supported in doing so with transport arranged where necessary and appropriate. Staff members work in partnership with schools, local education service staff and members of the Education and Inclusion Service to ensure that each child/young person attends regularly, and any difficulties are dealt with promptly. Staff members will fulfil a parental role through assisting with homework and showing an interest in work and progress including attending parents evenings and other school events. They will contribute to the process of identifying the most appropriate school and, where appropriate, assist with supporting the child/young person to and from school.

All our residents have the facility to undertake private study within Godbey House. Access to public libraries and other educational settings will also be made available. Each child/young person has a desk in their room and Godbey House maintains a library with the assistance of Hampshire County Library Service. Godbey House will keep a range of educational materials to enable staff to inform themselves about the curriculum that children/young people are following and about what they may expect to achieve.

If, by virtue of having been excluded from school, or because of a prolonged absence from an education placement, the child/young person is educationally disadvantaged, Godbey House and the linked member of the Education and Inclusion Service will arrange appropriate home tuition of a place at the closest pupil education centre. The objective, always, is a planned reintegration into full time educational placement.

Godbey House will record daily attendance and celebrate academic progress and achievement and, in accordance with the Personal Education Plan for each child/young person, provide support and guidance to them.

Godbey House will actively promote and encourage access to the widest range of educational and learning experiences by:

Providing appropriate access and supervised use of the computer to make use of educational websites and e-learning tools

Encourage children/young people to use the home and local library

Organising visits to places of interest/significance, recognising the importance of every child/young person to experience new and stimulating challenges

Allowing access to appropriate social and cultural events.

Homework

All children at Godbey House will be encouraged to complete their homework in 'quiet time' after the evening meal. Staff will offer support to each child and sign their homework diaries.

Library

We have a link with Hampshire County Council's Library Officer for Looked After Children. This link enables the children at Godbey House to have access to the local Library with unlimited borrowing and special events.

14. CHILDREN'S PARTICIPATION IN RECREATIONAL, SPORTING AND CULTURAL ACTIVITIES

Opportunities for recreational, sporting and cultural activities are varied at Godbey House. They can range from activities here in the house and gardens to participation in local clubs and organisations such as:

- Cubs/brownies
- Scouts/guides
- Sea cadets/army cadets
- Swimming club
- Basketball
- Athletics
- Chess
- Dancing
- Trampolining
- Cycling
- Camping
- Football
- Local festivities
- Arts week at Bedhampton
- 'Schools out' activities
- Disco
- Play zone
- Music
- Water sports/fishing/horse riding
- Skating and roller blading
- Gardening

This list is not exhaustive and children will be consulted about their wishes in respect of any activities.

Support will be given to children who wish to develop their chosen activity and agreement/consent from parents and carers where needed.

When planning any activity for the children consideration will be given to:

- The wishes and views of the child/group
- The wishes and views of the parents/carers
- The risks identified
- Hampshire County Council policy and procedure for activities

- The ability and experience of those involved
- Clothing and equipment suitable for the activity
- Any insurance cover needed
- The health and safety issues

At Godbey House we encourage children to get involved with activities and have access to the following equipment:

- Bicycles
- Camping and walking equipment
- Football
- Badminton and tennis
- Roller skates
- Gardening equipment
- Hoops and skipping ropes
- Climbing frame

All staff have completed the 'Open Country' Course and 3 staff have completed Heavy Weight Camping Courses.

15. COSULTATION BETWEEN STAFF AND CHILDREN

Keyworkers/Link workers

As soon as possible a key worker will be allocated for each child being admitted into Godbey House. The key worker responsible for co-ordinating all aspects of daily life for their key children whilst they are resident at Godbey House. This system has been extended to include link workers who will support they key worker in developing the care plan and identifying how needs can be met. Keyworkers will provide through monthly summaries, an update on the child's progress towards achieving their identified outcomes throughout the period of the placement.

Access to Other Staff

Children can ask for assistance from other staff on duty at any time. The children can also contact the Service Manager, Rachel Walker, if they wish to.

Young People's Meetings

Children are encouraged to hold residents meetings on a regular basis. The purpose of the meeting is to discuss matters of interest to residents and staff, eg planning activities, discussing menus and addressing concerns about the daily life at Godbey House.

Involvement of Residents in the running of Godbey House

Children are consulted about changes and decisions that may affect them. Sometimes children are consulted individually about their views and sometimes in a group setting.

16. ARRANGEMENTS FOR CONTROL, RESTRAINT AND DISCIPLINE OF CHILDREN

Good Order and Discipline

The provisions of the Children's Act 1989 provide the framework for the day to day running of Godbey House.

The guidance given to staff and the practice at Godbey House conforms to and meets the requirements of the Local Authority Procedures as described in 'Permissible Forms of Control' (copy attached). The methods of control feature in the staff training programme. These are described in the 'Team Teach' booklet.

All Permissible forms of control, other than verbal reprimands, are recorded in a book.

Up to two thirds of the weekly pocket money can be stopped to pay for deliberate damage to property of the misappropriation of money or property.

Wherever possible sanctions are negotiated with young people. All outcomes are recorded in personal files.

In the case of serious theft, inside or outside of Godbey House, or serious physical violence towards staff, residents or the public, the police will be involved.

Under no circumstances will sanctions interfere with agreed contact with family.

The safety of individuals will always be paramount.

Use of 'Permissible' Forms of Control

The use of permissible form of control is not used as a punitive measure and is only resorted to when all other methods have been exhausted. Young persons will only be held if they are a danger to themselves and or others. Also if they are likely to cause extensive criminal damage.

References:

Children Act Guidance and Regulations Vol 4
Local Authority Circular LAC (93, lb 28/04/93)
Guidance on Permissible Forms of Control in Children's Residential Care

17. ARRANGEMENTS FOR CHILD PROTECTION AND TO COUNTER BULLYING

Child Protection

At Godbey House we are committed to the welfare and the rights of young people in our care. We believe that our young people who are experiencing difficulties at home, have a right to receive sensitive help and intervention where necessary.

We believe that children have a right to be protected from bullying, abuse or exploitation.

They also have the right to be listened to with regard to any concerns they have about their safety or well being. Godbey House works to the Children Services Departmental Policies and in partnership with all outside agencies involved with child protection.

Godbey House has a Child Protection Procedure Document.

References:

Safeguarding Policy H.C.C.

The Children Act 1989 Regulations and Guidance Vol 4

HCC Child Abuse Procedures 1983

HCC Child Protection Procedures ‘Working Together’, ‘Protect Our Children’

Policy and Procedural Reqs for Hants, Ports & Soton ACPC

Bullying

At Godbey House we are opposed to any form of bullying.

The effects of bullying on young people of any age can be as devastating as any other form of abuse, which leads to feelings for isolation, loneliness, low self esteem, withdrawal and inability to fulfil their potential either socially and academically.

Leaving young people to sort it out for themselves is rarely effective. Promoting the welfare of young people is always of high priority at Godbey House and, as a staff team any incidents of bullying are dealt with immediately, recorded, and the Service Manager informed. Young People are informed on admission of the complaints procedure, where complaints forms are kept, and how to obtain help in making the complaint.

Prompt and effective intervention is necessary to suppress any form of bullying either physical or verbal, as it will cause more suffering for the victim. Where possible bullying will be dealt with via a restorative meeting.

References:

The Children Act 1989 Regulations and Guidance Vol 4

HCC Child Abuse Procedures 1983

HCC Child Protection Procedures ‘Working Together’, ‘Protect Our Children’

Policy and Procedural Reqs for Hants, Ports & Soton ACPC

18. PROCEDURE FOR DEALING WITH UNAUTHORISED ABSENCE OF A CHILD

Unauthorised Absence of a Child

There are procedures for staff to follow regarding the action taken in the event of an unauthorised absence from the unit. If a child is missing then a missing person’s form is filled in. Police, Parents of persons with parental responsibility and Social Workers or Out of Hours Service are informed. Every effort will be made to notify parents or persons with parental responsibility of such absences, although this may not always be possible.

When the child returns, all agencies, which have been notified of the absence, are then notified of the return. The young persons involved will be interviewed on their return and the reasons for their actions will be explored.

Children are always welcomed back to Godbey House if they have been missing, often the reasons for going out without permission can be resolved and alternative strategies for behaviour agreed.

19. ELECTRONIC OR MECHANICAL SURVEILLANCE

Alarms have been fitted to all outside doors except the front door, which can be locked at night. The children's bedroom doors are alarmed.

20. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

Fire Regulations and Precautions

As a children's home Godbey House has to be fully covered by smoke/heat detectors and has an appropriate range of fire extinguishers and fire blankets, as required by the Chief Fire Officer.

On admission to Godbey House children are informed of the regulations and procedures and the steps that they should take in the event of a fire are explained to them. Written guidelines are given and instructions are displayed around the unit telling them what to do if there is a fire.

All new staff are instructed what to do on their first day at Godbey House.

A staff member has specific responsibility for internal fire regulation procedures.

Staff duties/responsibilities in the event of a fire are allocated at every shift handover.

The fire warning system is checked on a weekly basis and fire drills including all residents are performed weekly in accordance with the laid down fire procedures.

Fire drills are also held on unexpected times of the day and night to facilitate appropriate action from children and staff wherever they are and whatever they are doing.

Children are informed that it is a criminal offence to tamper with fire appliances.

All fire fighting equipment and alarms are regularly checked and serviced by the appropriate contractor.

Annual checks of all fire fighting equipment, alarm systems and fire precautions are carried out by a senior officer of Hampshire Fire Brigade. A report is sent to Godbey House and Children's Services Headquarters highlighting any faults or irregularities that may have been found.

Godbey House enjoys close working links with Hayling Island Fire Brigade. Annual exercises are carried out at Godbey House involving children, staff and fire fighters in simulated drills.

In the event of a fire at Godbey House, or if an alarm sounds, everyone must leave the building by the nearest exit and meet on the drive in front of the building. It is the responsibility of the Care Staff on duty to ensure that everything possible is done to get everyone evacuated as quickly as possible.

Other Standard Requirements

The premises and contents are subjected to regular checks under Health and Safety regulations. All electrical equipment, including residents property, is checked regularly by registered electrical contractors.

References:

Health & Safety at Work Act 1974
County Policy Statement on Health & Safety at Work
Fire Training Handbook for Social Services
HCC Fire Certificate Log Book.

21. ARRANGEMENTS FOR CHILDREN'S RELIGIOUS INSTRUCTION AND OBSERVANCE

It is the policy of Godbey House to encourage children to continue with cultural and religious practices to which they were accustomed prior to their admission. Every effort will be made to transport them to an appropriate place of worship if it is within reasonable distance of the establishment. Practical arrangements will also be made for them to observe any special dietary or clothing requirement of their faith.

Any decision or wish expressed by a child to depart from their faith will be discussed with them and their parents so that the appropriate advice can be given.

In seeking to assist children in their personal religious development, ministers of their particular faith or denomination will be enabled to visit them at Godbey House, if this is consistent with the wishes of the child and his/her parents.

Godbey House will provide resources and material that promote and support religious education.

22. ARRANGEMENTS FOR CONTACT

Godbey House welcomes families and friends who wish to visit, and children can rely upon staff to do as much as possible to ensure that they keep in touch. This could be through overnight stays, letters or telephone calls. Children's Services may cover expenses involved in a child either going to see family and friends or them coming to see him/her.

Where a child is the subject of a Care Order, Children's Services will decide how and when contact with parents or carers will take place. In making these arrangements they will consult with the child concerned and his/her parents first. If Children's Services want to stop someone from seeing their parents for more than seven days they have to get a court to agree to this. If this decision is made the child will be told more about this in writing.

Some visits between children and their families may be supervised, and if a child is frightened or unhappy about seeing parents, or any other person, they should tell their Social Worker or one of the Care Staff.

No one is made to have contact with someone they do not want to see. A child has the right to obtain legal help to enable them to go to court to stop contact if they want to. This also applies if they do not like how and when Children's Services lets them see and hear from their family.

When a child is admitted to Godbey House, an agreement is reached immediately regarding contact with parent's etc, with the Social Worker and the staff. This should be a predominant feature within the young person's 'in house' care plan. Keyworkers and other staff will be available to talk to and the Unit Manager will see families at their request.

A booklet 'Welcome to Godbey' is available to young people. A booklet for parents is being compiled currently.

References:

The Children Act 1989 Regulations and Guidance Vol 4

23. COMPLAINTS

A copy of the Children's Services Complaints procedure and a brochure explaining how to complain is given to every child upon their admission to Godbey House. A copy of the procedure is available to the young people.

If the complaint is of a general nature, where the child is seeking to have something done in the way of improving the service or obtaining help, they may tell their Keyworker and, hopefully, it will be sorted out at this stage.

Godbey House has an easy to follow, step-by-step complaint procedure, which is designed to help children to resolve any problems or complaints quickly and effectively.

Residents and families are encouraged to discuss any concerns as they occur with the staff on duty, and to attempt to address with a member of staff any problems, which might arise. If the problem is not resolved, they can approach the Manager, and if still not resolved and satisfied, then the Social Worker becomes involved and the Service Manager informed.

We always welcome comments about our service and when a child complains, the complaint is always listened to and treated seriously. Wherever possible, complaints will be resolved internally, within three working days, and we will always reply in writing to the child's complaint.

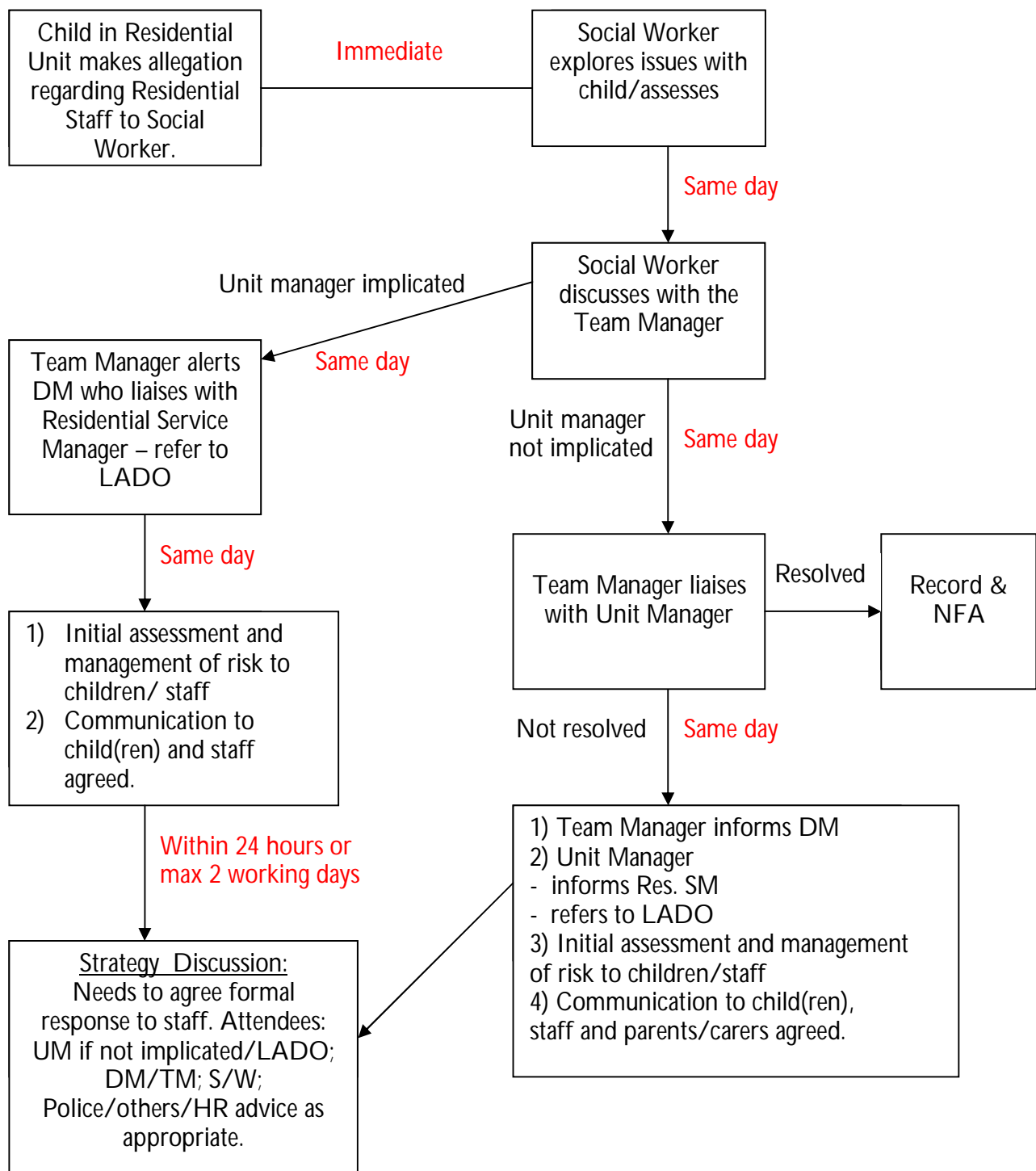
Regarding complaints that require external involvement, children will be supported and guided into further action.

Every child should be able to identify a person outside of Godbey House who they can contact if they wish, and who would be able to assist them in making their complaint, e.g. a parent, social worker. From April 2004 each child at Godbey House will be entitled to an independent advocate.

A children's complaints officer has also been appointed by Hampshire County Council to ensure the views of the children are properly represented by a person who is not directly connected to Godbey House.

This is the HCC process all staff are aware of for dealing with allegations against a residential worker;

Allegations against residential staff – process



Reference:

**The Children Act 1989 Regulations and Guidance Vol 4
HCC Specific Guidelines
HCC Complaints Procedure.**

24. REVIEWS OF PLACEMENT PLANS

Statutory reviews on children at Godbey House are held in accordance with the Children Act and Regulations 4, 8 and 10.

The first Statutory Review is held within one month of that child being admitted to the unit. The second review is held within three months of the first review. Thereafter, the subsequent reviews take place at intervals of no more than six months after the date of the previous review.

Each child will have an Independent Reviewing Officer (IRO), that chairs the review and invitations are sent out to the following:

Child
Parents
Care Staff Member (key worker)
Education
Other relevant outside agencies – Health and or LAC Nurse, Police, etc

Prior to the review, consultation takes place between all above agencies in accordance with Sections 22(4), 61 and 64 of the Children Act.

All proceedings are recorded by minuting and minutes are distributed, in confidence, to persons who have attended the review. Copies are placed on the files of the appropriate child.

At Godbey house Statutory Reviews are monitored by Reg 33 inspectors when they do their Monthly Inspections. They are also subject to Ofsted Inspections as well.

Reference:

Children Act 1989 Vol 4 Guidance and Regulations.

25 ACCOMMODATION

The Children will each have their own separate bedroom at Godbey House. These are located on the first floor with bathrooms and each end of the building. The staff sleeping-in rooms are on the same floor at either end of the corridor.

26 THERAPUTIC WORK

As of summer 2009, Godbey House's in-house therapist left Godbey House. Now children are referred to CAMHS via their Social Worker or staff at Godbey. CAMHS have a number of therapists that can offer different styles of therapy. Therapists can then advise staff on different styles/approaches to use with the young people and offer up supervision in light of the work they are doing.

27. ANTI-DICRIMINATORY PRATICE

Godbey House seeks to promote views of people from different backgrounds.

As a children's home we are committed to achieving equal access and opportunities for all staff employed within the unit. During the selection process the recommendations form the Warner Report are followed.

Any form of discrimination or abusive behaviour, on the part of staff or young people, will be challenged. Godbey House will always work in a pro-active manner to respect difference.

Children's ethnic and cultural differences will be respected and any needs that arise as a result of these differences will be met.

Religious beliefs will be respected and support given to children to maintain their interest and attendance at relevant places of worship. Care Plans will reflect how this can be done.

A resource file on the main religions of the world contains useful information for children and staff. This file was compiled by two of the staff team to support our commitment to assist children with their own beliefs.

Reference

**HCC Race and Equal Opportunities Statement
The Warner Report.**

28. CHILDREN'S RIGHTS/ADVOCACY SERVICES

Each child should have easy access to an advocate. Keyworkers to ensure that children are provided with this information, and it is in the young person's guide.

Voice is a charity who can provide advocates for looked after children. They can be contacted on 0800 800 5792. Also the social worker can facilitate access to an advocacy service.

Children also should be given access to information about their individual rights. The following are available to them;

Children's Rights Director – 0800 528 0731

Ofsted - 0300 123 1231

Childline – 0800 11 11

Revised – March 2012.