



Children's Homes

Tutum House

Ipswich

Statement of Purpose – Amended December 2024



Version History

Version	Amended by	Date	Comment	Ratified by	Date	Next Review
13	Emma Phelps	5/12/24	Updated with change of business (RI, RM, Reg 44)	Rob Peduto	05/12/2024	When amended or no later than 12 months post ratified

Index

Number	Subject Heading
1.	Introduction.
2.	Registration Details.
3.	Conditions of Registration.
4.	Philosophy and Ethos.
5.	Aims and Objectives.
6.	Measuring the Effectiveness of the Service.
7.	Equality and Diversity.
8.	Admission Criteria.
8.1.	Admission Process.
8.2.	Emergency Placements.
8.3.	Register.
8.4.	Notifying The Host Authority and Police of New Placements.
8.5.	Statutory (LAC) Reviews.
9.	Location and Environment.
9.1.	Accommodation.
9.2.	Searching Young People’s Bedrooms.
10.	Contact with Family and Friends.
11.	Daily Weekly/ Programs.
11.1.	Education.
11.2.	Mealtimes.
11.3.	Activities, Enjoyment and Achievement.

11.4.	Children's Rights.
12.	Personal Allowance and Budgets.
12.1.	Pocket Money.
12.2.	Clothing and Toiletry Allowance.
12.3.	Emergency Clothing.
13.	Safeguarding, Child Protection and Children and Young People Missing from Care.
13.1.	Safeguarding and Child Protection.
13.2.	Missing Child.
14.	Recording and Reporting.
14.1.	Care Plans.
15.	Dealing with Complaints, Representations and Advocates.
15.1	Advocates
16.	Behaviour.
16.1.	Consequences.
16.2.	Surveillance and Monitoring of Children.
16.3.	Physical Intervention.
16.4.	Bullying.
16.5.	Disruption Meetings.
17.	Health.
18.	Staffing.
18.1.	Management and Staffing.
18.2.	Training.
18.3	Management Structure and Supervisory Responsibility.

19.	Health and Safety.
20.	Contact details.
Appendix 1	Staff Qualifications.

1. Introduction

The Statement of Purpose describes the benefits and services enjoyed by the young people living at Tutum House; it outlines the care we provide and how we are organised to provide that care.

It includes an overview of the facilities, services, and practices we embrace to make sure that we continuously deliver effective, efficient and outstanding services for the benefit of our young people.

Tutum House is registered to accommodate up to 3 children and young people of any gender, aged 8 up to 17, who have emotional and/or behavioural difficulties.

Tutum House's primary objective is to provide the young people with a safe, stable, happy, and comfortable home which will enable them to build upon their confidence, self-esteem, and resilience as they progress into adult life.

In our homely and tastefully decorated house we provide a person-centred approach to care, nurturing the needs of each individual young person. Our aim is to create opportunities and possibilities for the young people to have future successes in their life goals.

The home is in Ipswich, Suffolk. Ipswich is a town in the heart of Suffolk it is surrounded by beautiful open countryside and is within easy reach of the coast.

2. Registration Details

Registered Provider: [CF Social Work Ltd](#)

Responsible Individual: [Rob Peduto](#)

Home Manager: [Emma Phelps](#)

Tutum House
Ipswich
Suffolk

emma@cfsocialwork.co.uk

Ofsted Registration Number: 2665860

***Independent Person:** Annabel Wood (Changing Outcomes Ltd)

**The post of IP involves someone not directly connected with the running of the home making regular visits and compiling monthly inspection reports which are sent to Ofsted.*

OFSTED

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3. Conditions of Registration

The registered person: May only provide care and accommodation for up to 3 children & may provide care and accommodation for children with emotional and/or behavioural difficulties (EBD)

4. Philosophy and Ethos

CF Social Work our parent company was established in 2006 and several of the management team have worked alongside each other for several years in a variety of settings, supporting vulnerable and challenging young people.

At Tutum House we understand that many young people's backgrounds and history have a significant impact on how they interact with others and behave. We know many young people may have come to us following previous placements having broken down or from difficult and challenging settings. Because of this we aim to provide long term care with core principles in:

- Positive structure and organisation.
- Stability, boundaries and resilience.
- A person-centred approach where the needs, rights and views of the young people are at the centre of all practices and provisions.
- Mutual respect, encompassing individuality and diversity which are celebrated and valued.
- Ensuring the welfare and safeguarding of each young person.
- Caring, nurturing and inclusive environment and home.
- Active participation in all aspects of life.

Our approach is to consider behaviour to be a form of communication, and only when the reasons for the behaviour have been addressed or resolved, will there be any chance of improving the young person's emotional, behavioural or social barrier. We also believe it is essential to treat each young person as the individual they are, taking into consideration their emotional and social developmental age and not at the age in which they present.

“We are committed to making our young people feel valued and accepted in an environment where they can enjoy life and succeed.”

Our aim is to provide each young person with the necessary tools and support needs to aid their transition back into foster care or reunify to their family. If this is not a possibility than we will support our young people with their pathway planning and post 16 options contributing to a smooth transition.

We will monitor, evaluate and review behaviours and identify any additional support and provision required to ensure that each young person is able to build on areas of strength and make progress in all areas of need.

At Tutum House we aim to empower children to make decisions and encourage children to engage in their interests. When these are identified we will support and encourage children to express themselves positively, we feel that this mindset will aid with their development and help to stabilise a balance to take control of their lives and be able to develop a sense of responsibility for their decisions and actions.

Our commitment to continuous improvement and growth means that we are open and transparent; we actively seek the collaboration and perspectives that come from parents, carers, advocates, local services, similar organisations and our placing authorities.

“We don’t warehouse young people, we greenhouse young people”

5. Aims and Objectives

At Tutum House our primary objective is to provide the young people with a safe, stable, happy and comfortable home and to enable them to build upon their confidence, self-esteem and resilience as they progress into adult life.

We provide a person-centred approach to care, nurturing the needs of each individual young person and promoting their individual identity.

Our aim is that each young person will achieve positive differences in their personal, social and educational lives, opening and creating options for their future and in this way strive to achieve their full potential, whilst they are with us, and in their future lives.

Our home provides care, guidance, support, leisure and learning opportunities with high levels of qualified and caring staff to maintain vigilance and sensitivity to the changing and challenging needs of all our young people.

We advocate a healthy lifestyle and offer young people the opportunity to plan the weekly menu, ensuring nutritious and balanced meals are provided. We also encourage children and young people to be actively involved in local clubs and sports clubs.

In our child centred environment, in which a young person’s self-esteem and individuality are celebrated and developed, we approach things from the young person’s point of view upwards. We seek to ensure the young person feels heard and plays an active role in important decisions made about their life.

These positive developments will help the young person, within their abilities:

- Recognize their individuality and self-worth
- Enhance their life and social skills
- Cope with and embrace changing and at times challenging emotions
- Advocate on their own behalf
- Respect others
- Be open to new experience and embrace opportunities.

By benefiting from positive and stable relationships and by showing an acceptance of sound authority young people will gradually and progressively move towards independence.

6. Measuring the Effectiveness of the Service

At Tutum House we are proud of the fact that we constantly striving to improve and refine our services. We engage in reflective practice, at the staff meeting, incident debriefs and during staff supervision. We assess areas of good practice and areas that require improvements. The Manager, Senior residential support workers and RI ensure that all identified actions are completed.

We complete regular internal audits and 6 monthly Regulation 45 Review of Quality-of-Care Audits. We aim to be critical of our own practices to identify areas of improvement, to ensure as a result we are consistently exceeding all regulatory requirements.

We have an independent Regulation 44 visitor to the home who undertakes a critical evaluation of all aspects of the service we provide and submits this report to Ofsted. Points raised will be considered and placed on an action plan which will be reported on when the visitor next comes to the home. This is a vital part of our company wide quality assurance cycle.

We engage parents, visitors, staff, social worker, independent reviewing officers and children and young people resident in providing feedback through regular surveys. We use this information to inform any improvement plans.

Tutum House is regulated by OFSTED and as such receives a grading which describes the service. We received an outcome of Good in our first inspection which took place July 2022 and maintained this grading in January 2024.

Each young person's suite of paperwork (placement plan, risk assessment, behaviour management support plan and reports etc) are reviewed monthly or more frequently if needed, and areas of improvement and concern are flagged to the wider staff team, and as necessary to the placing authority. The suitability of the placement for each young person is assessed at their statutory reviews or at other times should their circumstances or needs change significantly.

7. Equality and Diversity

Our aim at Tutum House is to have a diverse staff team which we feel appropriately reflects the needs of our young people and allows us to support their needs more effectively.

We have a strong culture of acceptance where everyone at Tutum House embraces individuality. The staff and young people at Tutum House do not tolerate discrimination on the grounds of, race, culture, language, religious beliefs, gender, sexuality or disability.

All reports of discrimination will be taken seriously and will be dealt with in accordance with the equality policy, peer on peer abuse policy and the staff code of conduct.

Considering the wishes of the young people in the home, we celebrate many different cultural and religious festivals throughout the year, enriching lives and gaining new experiences. We celebrate our differences and hope to learn more about each other in the process.

Young people who wish to attend a place of worship are supported to do so. Young people following religious observations will have the full support of the staff team and the necessary adaptations made, for example mealtimes or menus, observing practices and providing a quiet space.

If young people are not fluent or do not speak English, they will be supported by the staff team to access the appropriate support such as evening classes, online programs, tutoring, support groups and advocates.

If staff have concerns about a young person's vulnerability to extremism, they should inform the Registered Manager as a matter of urgency.



8. Admission Criteria

“Our aim is to match the needs of each individual child placed in our care. Wherever possible admissions should be planned with the participation of family and professionals.”

We deliver care to children and young people of any gender aged from 8 up to 17.

Typically, from a local authority perspective, our young people may have been ‘hard to place’ in the past. We understand that this means young people may exhibit one or more of the following: -

- Behaviour that challenges, including verbal and physical aggression.
- Self-injury or harm.
- Attention Deficit Hyperactivity Disorder (ADHD).
- Language/ communication difficulty or delay.
- Autistic Spectrum Disorder (ASD) including Asperger’s Syndrome
- Oppositional Defiant Disorder (ODD)
- Attachment difficulties or disorders.
- Mild to Moderate Learning Disability.
- Mental Health needs.
- Issues with exploitation or gang related activity or coercion
- Conduct disorder

8.1 Admission Process.

All referrals should be directed to the Registered Manager of the home or in their absence the Responsible Individual.

When young people are referred to Tutum House it is very important to us to ensure that they are the correct match for the young people currently residing in the home, the community around us and that we as a staff team can meet the needs of the person being referred. We do this by our staged admission process:

NB: Please see the admission and referral policy for a more detailed schedule of events.

1) The Registered Manager or Responsible Individual will initially assess the referral papers and decide if there is any information that means the referral is or is not appropriate for the home. Our Therapeutic Lead will be involved with the admissions

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process from the decision to move forward and request more information and has designed our referral to admissions pathway.

2) An impact risk assessment is started which helps us to look at matters such as can the home meet the needs of the young person being referred? What are the impacts on the current group of young people? And what would the risks be? The impact risk assessment is informed from the children and young people's current needs who are residing in the home, discussions with the referring local authority and any other relevant party and the referral papers. Where possible referral papers should include an Education, Health and Care (EHC) plan, educational reports, details of medical needs, a current local authority care plan, a social care report, specialist and/or professional report(s) as appropriate, a chronology of significant events and any current risk assessments and behaviour management plans. The impact risk assessment is kept current with the children and young people's behaviours and needs.

3) Once the impact risk assessment is complete with a new young person added in the Manager dealing with the referral will have a discussion with the Responsible Individual and may seek additional input from the Senior Leadership team at head office.

4) At the point that the home and the local authority feel the referral should be progressed an assessment visit to or from (as appropriate) the young person will take place. This should only take place if both parties feel at this time that the referral is likely to have a positive outcome to avoid any unnecessary rejection to the child. The Children and Young People's Welcome guide to Tutum House should be presented to the young person and an opportunity for open discussions and questions.

5) Formal offer of placement, terms and conditions extended to the Local Authority.

6) Individualised transition commences which may include visits to and from Tutum House, trips to local area, staying for dinner, an overnight stay and personalising the young person's bedroom.

7) Young person moves into the home; admission arrangements will be tailored to the needs of the young person but there will always be a welcome basket in their room and something that they like to eat available either as the main meal or ready to cook if they are arriving outside of the usual mealtime. Another copy of the Children and Young People's guide issued if required, and complaint procedures explained.

8) Placement meeting held in line with statutory guidelines (72 hours) and Child in Care meeting (CIC) arranged.

8.2 Emergency Placements

We endeavour for the welfare of the young person being referred to have planned admissions at the home however, we recognise that there are many young people in need of placements and pressures of finding suitable placements for young people for

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local authorities, we will work closely with placing local authorities to complete all relevant assessments before a young person is admitted to the home.

We understand that at times there is a need to move young people from or to placements quickly. When this is the case, we will work closely with the Local Authority to ensure the young person is central to all decisions made, alongside supporting the young people residing at Tutum House to make sure they are ready for another young person to reside with them.

When a referral is made in an emergency, we will always seek to ensure we follow our admissions process as closely as possible to ensure that all young people are safeguarded appropriately.

In cases of emergency admissions, we ask that there are always the details of an allocated social worker shared and that we are provided with emergency contact details. Signed authorisation forms, such as agreement for staff to administer any medications that the young person may require. The young person currants risk assessment and behaviour management plan. Alongside this we insist that the person bringing the young person remain as long as is required to settle the young person in.

In addition, we expect to have a date for a planning meeting arranged prior to the young person arriving at the home.

8.3 Register

An Admissions and Discharge Register is kept providing a log of all young people who are currently or have previously been resident in the home. This will be available for scrutiny during and or as part of a Regulation 44 visit and Ofsted inspections

8.4 Notifying the Host Authority and Police of New Placements

The Local Authority will be notified of all new young people arriving in the home.

We continue to build positive links with our local community policing team and missing person's liaison officer who when or if needed work closely with the home. We continue to build positive relationships with multi agencies to support the needs of the young people cared for by Tutum House.

If a young person is suspected of being a victim of sexual exploitation, then we will work closely with the host authority and local police prior to the admission of a young person, to make sure we have a robust safety plan in place. We would also seek support from Suffolk's Make A change team.

Tutum House will develop a missing from care protocol for each young person, that will run alongside the young person's Philomena Protocol, and these are shared with Suffolk Police missing person team (MISPER Team) these detail the young person's current needs, risks and how staff will try and locate the young person if they are reported as missing.

8.5 Statutory (CIC) Reviews

The Statutory Review meeting takes place one month after the young person becomes looked after, after a further three months and then at six monthly intervals. Statutory Reviews ensure that the plan for the young person is working and identify what needs to be done, and by whom, to achieve the Care Plan. The Statutory Review decides whether Tutum House remains the best placement for the young person.

We work closely with the team supporting a young person including their social worker and Independent Reviewing Officer, to ensure that we are all working together in the best interests of the young person.

9. Location/ Environment

The property is a spacious 4-bedroom detached house, located on the eastern side of Ipswich, Suffolk. Ipswich is the county town of Suffolk and is approximately 82 miles outside of central London accessible via a very good road network A12 and A14, and Ipswich train station offers a range of routes/journeys.

Ipswich is a historic town, which is surrounded by beautiful open countryside and easy access to the coast. Ipswich offers a wide range of activities such as cinema, dry ski slope, large public swimming pool, dance clubs, rugby clubs, small local football clubs and is the home of Ipswich Town Football Club - it also has a large general hospital and lots of parks and public open spaces.

Ipswich has a strong sense of community and holds annual events such as open-air concerts and events in Trinity Park, Fireworks Displays, a Remembrance Ceremony, Pride parade and Christmas Market.

The local community affords opportunities to access many attractions and provisions including health services, local shops, cinemas, restaurants, local farms, youth centres, schools, colleges, outdoor pursuits and the seaside is less than a 20-minute drive.

Humber Doucy Lane has 4 local High Schools and a variety of alternative education provisions in the area.

We support the young people to connect with peers and residents in the local community through; leisure time, shopping, youth groups, sports/art/craft and social clubs.

9.1 Accommodation

We are fortunate to offer a spacious and well-maintained home; our kitchen diner is the hub of the home and looks out onto the large south facing garden.

We have taken great care to design both a sustainable and comfortable living environment, the lounge and Games Room are furnished with comfortable seating areas and TV's.

The kitchen diner has a large table to ensure that everyone in the house has a welcoming space to sit, chat and enjoy a meal together, as well as a sofa.

On the first floor there are 3 bedrooms, the staff office with sleep in area and shower room, and a young person's bathroom accessible from the landing.

The bedrooms give each young person their own safe and comfortable space which they can personalise. Young people will always benefit from the privacy of their own room.

Young people are encouraged to personalise their bedroom and will be supported with a suitable budget and the help of their key worker.

Day to day life is about living and working together in a positive and calm atmosphere.

9.2 Searching of Young People's Bedrooms

At Tutum House we respect the need for privacy and will always offer the young people the opportunity to hand over any illicit items they are suspected of having. However, if a young person is believed to have illicit items in their bedroom, then with the agreement of the Registered Manager or Responsible Individual the young person's bedroom may be searched.

This must be recorded detailing the reason(s) why and the outcome; the young person will be offered the opportunity to be present throughout the search exercise if appropriate.

The search should be conducted by one person with another observing. Staff will then record the room search in the room search book, both staff will sign the book along with the young person.

10. Contact and time with family and friends.

Wherever possible and per individual care plans, we promote frequent and sustainable contact with family members, significant people and friends.

Planned visits are welcomed at Tutum House, we do ask that, when possible, visits are outside of school times (9am-3:00pm) unless in school holidays.

Young people can invite their friends to the home after school hours and at the weekends, but any such visits must have prior agreement with set times of arrival and leaving. Young people are encouraged to socialise in communal areas where staff can monitor their interactions but will not be permitted to take anyone to their bedroom. It may be possible for family members to come for a meal, but this would of course be following risk assessments and discussion with the young person and their social worker. This would also need to be with the agreement of any other young people who are living in the home.

In line with legislation all visitors to the home will be asked to sign in and out providing identification.

11. Daily/Weekly programme.

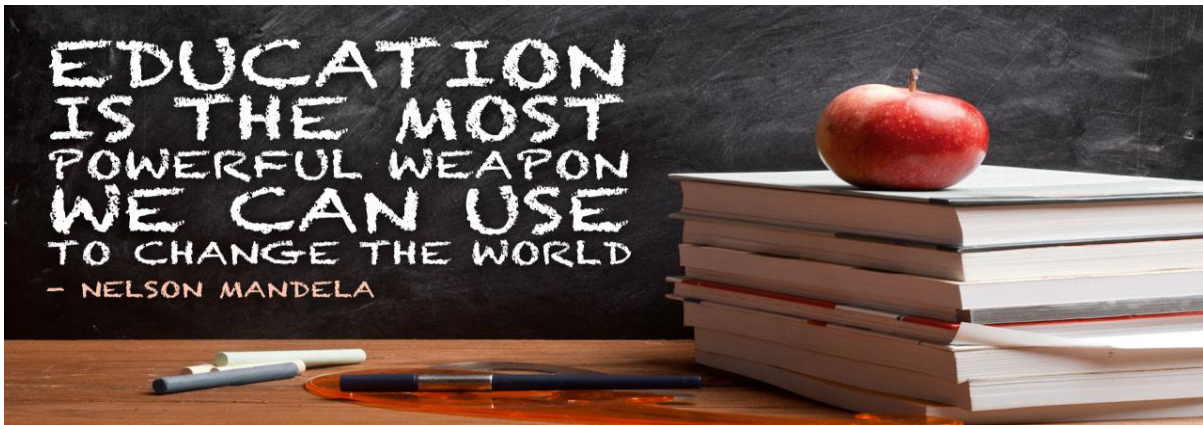
At Tutum House we believe in having a positive structure in place for our young people. The homes manager will provide a weekly plan which is individualised for each young person.

Young people also have personalised weekly incentives to encourage them to work positively towards goals, the young person can earn £7 per week if they meet all their incentives.

Young people can also work towards earning a positive reward each month where the team note and give ticks for being kind to others, being helpful around the home, trying something new, having a great week at school to name a few, once the young person has been awarded 40 ticks they can choose a £10 voucher.

The weekly planners include optional leisure activities on offer during the week and at weekends. Young people can request activities they would like to do in the weekly house meeting or to any member of the team and this will be added to the activity planner as long as its safe activity.

11.1 Education



Tutum House does not currently offer education in the home although if individual tuition is taking place this may happen in the home. Each young person within the home has an individual care plan which will detail their educational interests, hobbies and independent needs. If the young person is not in education when they arrive or they need to transfer provisions, we work with the placing authority and the host authority to find a provision that meets the individual needs of the young person.

We expect all young people in the home to be positively engaged between 9am and 3:00pm Monday through to Friday. Free time to socialise is only available outside of school hours or during school holidays.

Young People who have special educational needs will be supported following the guidance and details in their personal Education, Health and Care Plan.

If a young person can continue education in their current provision, we will endeavour to support the continuation of the placement.

Young people are supported to complete their homework in a timely manner and to engage in extracurricular activities where available, there is a desk and PC available for young people to use in the home.

11.2 Mealtimes

Mealtimes are one of our favourite times in the home, we always do our best to sit down together, catch up and enjoy our meal. We like to try new foods and are fortunate to have some amazing cooks working in the home. We love it when young people share the preparation of meals and the clearing away after. At Tutum House we want young people to enjoy the company of those around them and feel that sharing the experience of eating together, trying new foods and experimenting with recipes provides an excellent opportunity to do so. To this end we discourage young people from eating in their bedrooms.

We are creative at making sure everyone is happy with the weekly menus and if needed can meet a range of dietary requirements. Young people actively help us to update the homes menus and give great ideas for new meals to try.

We always have access to healthy and fresh snacks and with the support of staff; young people can prepare themselves hot snacks or meals.

The kitchen is always accessible, we do ask that young people consider others when preparing food and clean up after themselves.

11.3 Activities, Enjoyment and Achievement

We want our young people to experience a fulfilling and rewarding social program, offering opportunities for shared experiences, building relationships, appropriate risk taking and importantly opportunities to have lots of fun.

We ensure that each young person can follow their own interests, hobbies and pastimes as well as having the opportunity to explore new interests.

Young people play an active role in the running of the house such as preparing and shopping for meals and keeping their bedrooms clean and tidy.

We are lucky to have access to both urban and rural environments meaning social, cultural and spiritual opportunities are all close by. In the evenings and weekends young people are encouraged to participate in social, artistic and sporting activities.

Within our garden we develop interests in outdoor life with a range of gardening activities; sowing, growing, care and maintenance. We also use the large garden to play football, we have goal posts, a net swing, slide and other games such as swing ball in the garden which are great fun to use.

Exercise through both individual sport and team games is an important part of our ethos. All young people are encouraged to reach a level of fitness that matches their ability and interest. Sport can be enjoyable whilst promoting responsibility, discipline and structure. The exhilaration of success must be balanced against the reality of difficulty and challenges. Young people are encouraged to maintain positive attitudes about participation and effort.

11.4 Children's Rights and views

At Tutum House we recognise the importance of the Children's Rights and the legislation that underpins this.

Without judgement we undertake to:

Provide a good standard of living, health care, education and services, and to support play and recreation.

Protect children from abuse, neglect, exploitation and discrimination.

Promote participation in communities and have programs and services for themselves.

We place a specific emphasis on a young person's right to have.

- Freedom of speech
- Freedom of thought
- Freedom from fear
- Freedom of choice and the right to make decisions
- Ownership over one's body

We understand that young people who are in residential care may feel disempowered; we aim to make young people active in their life choices and able to have a say in the environment surrounding them.

We do this by:

- Being involved in the recruitment of staff this is something that we have put in to place, once potential recruits have been interviewed and compliance checks have been completed, the new recruit will be invited to the home to meet the team and young people, young people have a set of questions they like to ask new staff and then give their feedback, to the management team after this and their views will be taken in to account. Young people are also welcome to complete a short interview with the support of experienced staff to form part of the interview process.
- Fortnightly house meetings attended by young people and staff; special guests may be invited with agreement. In the meetings young people and staff discuss; the general running of the home, feedback on care, complaints, concerns and compliments, the weekly activity schedule, the weekly food menu and finally to put forward ideas and requests. We seek to highlight and value examples of kind and caring behaviour and discuss any concerns relating to social interactions including, when appropriate, bullying.
- We have an idea and interest's folder where staff and young people can add and find suggestions of activities and events in the local area.
- Talking and listening to young people; mealtime discussions, 1:1-time, key

work sessions, settling time and Children's meetings.

- We arrange a number of internal activities and outside visits, during school holidays an activity and holiday program is planned in conjunction with the young people.
- Young people have the opportunity to meet and talk in confidence to Ofsted inspectors at inspections and to our Regulation 44 visitor who comes each month.

12. Personal Allowances and Budgets.



12.1 Pocket Money.

Each young person will receive a weekly allowance; usually this will be on a Friday. The young people may wish to spend their money weekly or save towards more expensive articles. Key workers will support young people in developing budgeting skills and discuss what they purchase with their money.

In addition to a weekly allowance young people will receive incentive money that they have earned throughout the week money, and have money placed into a savings account each month whilst they live in the home.

Any young people known or found to be purchasing illicit items (drugs, alcohol etc) would be subject to a Risk Assessment regarding cash in hand, the risks of the young person receiving cash in hand money will be discussed with the young person's social worker as we work closely with social workers to keep the young people safe.

Young people, who require an allowance for agreed activities, transport or meals will be allocated an additional budget.

12.2 Clothing and Toiletry Allowances.

The young people will receive a monthly clothing allowance and a toiletry allowance which may be increased according to specific needs. Young people can access their allowance throughout the month supported by their key worker.

Young people who require school uniform will, before the beginning of each term, work with their key worker to compile an inventory of what they currently own and its state of repair as well as a list of what they require. Individual budgets will then be allocated to ensure young people appear feel confident in their clothing, presentable and adhere to the school's clothing requirements.

12.3 Emergency Clothing.

If young people on arrival, do not have sufficient clothing Tutum House will ensure they are provided with an adequate supply of suitable clothing. All emergency clothing will be invoiced to the placing authority.

Please see policy on personal budgets, pocket money and allowances.

13. Safeguarding, Child Protection and Children and Young People Missing from Care.

Caring for young people is central to everything we do. We actively supervise, monitor and engage with young people to ensure they receive the best care possible. We ensure that an appropriate response is made to all allegations or suspicions of abuse.

Tutum House has "Child Protection and Safeguarding Policy" in place for staff to work to.

Our packages of safeguarding measures include.

- Creating and reinforcing a distinctive culture of quality care for young people, this flows from the leadership of the Registered Manager and involves the determined pursuit of outstanding practice.
- Actively seeking the views of children and young people resident in the home whilst ensuring all levels and types of communication are catered for.
- Making sure that young people know how to bring things to attention both internally through the home's policies, complaints procedure and externally through appropriate agencies.
- Ensuring young people know how to keep themselves safe outside the home and while using the internet and social media (see risk assessments/behaviour management plans as well as independence program).
- Intervention and investigation by the appropriate supervisor whenever

there are concern about staff performance or standards.

- Employing enough suitable people through our Safer Recruiting procedures to look after the children including night-time cover.
- Providing comprehensive and ongoing staff training.
- A supervision structure that includes ongoing one-to-one supervisory meetings and performance appraisal.
- Available and accessible policy documents that provide a reference point and clearly set out guidance to all staff.

All policies are stored in printed format in the Office; in addition to this the staff can access the policies electronically on the shared drive. Interested parties can request a printed or electronic copy of the homes policies through the Registered Manager.

13.1 Missing Children

If you believe that a young person is at immediate risk, details should be reported immediately to the Police as a 999-emergency call and the Registered Manager informed without delay.

During the admission process young people will be assessed as to the level of supervision they require. Each young person will also have a missing from care protocol which is shared and agreed with young person's social worker, it is also shared with the local police missing person's team. We also use the Philomena Protocol. Some young people may have access to unsupervised/ free time outside the home, for example to walk to and from school or to play sports in the local area. Unsupervised/ free time should have a purpose and be part of the young person's agreed risk assessment. If there are significant changes to the young person's presentation or incidents where the young person has gone missing the missing from care protocol and risk assessment will be reviewed.

Where it is considered that a young person may, or has gone missing, we would act in accordance with our policy and missing from care protocol and individual risk assessment that is in place.

Our first actions would be to try and make contact with the young person and then notify Police via 101 alongside emailing the Philomena Protocol to the police, the Placing Authority and the Registered Manager, conduct a search of the immediate premises including the missing young person's bedroom, and then if necessary and considered safe to do so widen the search parameters to include the local area, favourite locations or known 'Hot Spots'.

All of the young people who live at Tutum House are considered vulnerable, consequently we would contact the police via 999 to report the young person as

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missing if they were known to be placing themselves at danger or considered to be high risk of harm to themselves and seek their assistance with locating the missing person.

We keep all young people's details readily available, including a photograph and important information such as medical needs, as well as specific areas of vulnerability which would help the searchers to locate the young person. These are detailed in the missing from care protocol and Philomena Protocol.

At the earliest appropriate time we would inform parents/carers (if appropriate to do so) and the placing authorities of the circumstances and actions taken.

Where appropriate, Ofsted would be informed by the Registered Manager as a Regulation 40 notification.

A comprehensive chronology of events would be maintained and would inform changes to young person's risk assessment and behaviour management plan.

At the conclusion of a missing person incident and following safe return the young person will be asked to complete a debrief/ discussion, and their social worker or appointed person will visit to undertake a missing from care return interview to try and understand the reasons that they went missing.

All young people will be welcomed back into the home and staff will ensure they are offered medical support if required, something to eat and drink as well as having clean clothes available to them.

When the young person is safely returned to the home, all parties will be contacted, and a staff debrief completed. Any suggestion of abuse would be referred immediately to the Police and their social worker (unless there was an allegation against a member of staff which would go to the Local Authority Designated Officer -LADO), with a Regulation 40 Notification to Ofsted taking place.

Following an incident of a young person missing from care for the first time, regularly or for a prolonged period, a multi-disciplinary meeting will be convened by the local authority to review the care and support package in place for the young person as well as their risk assessment and placement plan.

14. Recording and Reporting.

In line with statutory guidance each young person will have a case file which will include Local Authority Care Plan/ Pathway Plan, CIC documentation, Education Health and Care Plan, reports, and other important information. Young people have the right to read their files; in some cases, they may need support to access this

information so this should always be a planned session to ensure that support is in place for after information has been accessed which may be distressing or emotive. It is the responsibility of the Registered Manager to ensure that the requirements of the young person's care plan are implemented on a day-to-day basis; this is recorded in the young person's placement plan. The young person's key worker will work with them to ensure they understand the content of these documents and the reasons behind decisions made about their care.

Prior to the young person's CIC review the Key Worker and Registered Manager will prepare a report on the young person's progress, targets and current challenges. The young person will have the opportunity to add comments to the report, as well as being encouraged to complete their views in any local authority CIC review documents.

14.1 Care Plans/ Placement and permanence plans

Each young person will have an Initial Placement and Permanence Care Plan completed by the Registered Manager on admission; this will be reviewed at the planning meeting held within 72 hours of the young person being resident in the home and monthly thereafter. Care Plans will be subject to interim reviews if the needs of the young person change.

Placement and Permanence Care plans detail how the staff at Tutum House plan to meet the needs of the young person as detailed in the Local Authorities Care Plan.

15. Dealing with Complaints, Representation and Advocates

Young people, parents, carers, advocates and others who have come into contact with the home have legitimate rights to express concern or make complaints.

All young people resident in the home receives a personalised copy of our Young People's Guide during the introduction phase and again when they move into the home which in an accessible way explains the complaints procedure.

Tutum House gives young people the opportunity to express their views at the home's fortnightly meetings and during conversation and sessions with their key worker, and we hope that any concerns would be resolved satisfactorily using this informal process.

The young person's Key Worker will ensure that the young person knows how and feels able to complain about any aspect of their care. Staff will ascertain whether a young person requires assistance to complain, and this will be recorded in their key work sessions or placement plan.

We will always respond to complaints. Our complaints policy outlines detailed procedures to be followed and distinguishes between.

- I. A Concern or comment

- II. A Complaint or
- III. Formal (usually written) Complaint
- IV. However, all complaints are taken seriously. If young people are unhappy in any way at all, they are encouraged to let staff know straight away and a form to do this is at the back of the Young Persons guide or available within the home.

Should any complaint reveal any issue for which other procedures exist, (e.g., Child Protection) it will be dealt with under those procedures rather than as a complaint.

All child protection complaints or issues identified will involve external notification; bullying will be dealt with under our policy guidelines and key work sessions.

Irrespective of any internal procedure the young person can involve their social worker and/or external agencies, Child line, Ofsted and the Independent Person at any time during the complaint process/investigation.

Our policy outlines the procedures to be followed in all complaints. It specifies how people can complain, and short timescales are attached to each stage to ensure all investigations are completed in a timely manner and that complainants have the confidence they have been listened to and that action has been taken to a level they find satisfactory to bring about an appropriate and amicable resolution.

The Registered Manager monitors all complaints or concerns and formally reviews each incident/investigation. If the complaint relates to the Registered Manager, then the Responsible Individual will address the complaint, and if the complaint is in relation to them then this will be dealt with by member of the head office Senior Leadership Team.

The Independent Person monitors all complaints monthly and clear records will be kept. Comments, complaints and compliments will be reported to the Board of Directors once a month.

The Registered Manager will supply to Ofsted, at its request, a statement containing a summary of any complaints made during the preceding twelve months and the action that was taken.

Child line: 0800 1111

NSPCC: 0808 800 5000 or help@nspcc.org.uk

Children's Commissioner for England, Dame Rachel De Souza: 0207 783 8330

Children's Commissioners Help at Hand service 0800 528 0731

Help.team@childrenscommissioner.gov.uk

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Suffolk emotional wellbeing hub

Helpline 0345 600 2090 press option 2

infolink.suffolk.gov.uk

In addition to help lines each young person has the right to make a complaint to:

OFSTED.

Piccadilly Gate, Store Street, Manchester M1 2WD. 0300 123 1231

15.1 Advocates

Tutum House supports each young person to access independent advocacy. In the event that their Local Authority do not subscribe to an advocacy service, Tutum House will request an advocacy through Suffolk Advocacy service and or from the young person's placing authority.

Every child or young person in care has the right to advocacy from someone independent to help them express their views or make a complaint. An advocate can help a young person make a complaint or any other representation about their care. Tutum House ensures that our young people know that they have the right to talk to an advocate who is totally independent of their care provider. Some young people may not have heard of an advocate so we ensure on admission they are informed what an advocate is and how and when an advocate can help them. An advocate will work with the young people on a one-to-one basis to make sure their thoughts are heard and considered when decisions are being made about their life.

All Young People are also provided with information about how to contact the Children's Commissioner and the Suffolk County Council Engagement Hub which includes the Looked after Children's council and activity group.

16. Behaviour

At Tutum House we support children's behaviour by giving positive rewards for targets and goals met, no matter how big or small, we seek to understand the motivators and communications behind behaviour to support the young person. We understand that all behaviours are a form of communication and will always explore what the young person is trying to communicate with us. We positively reward good choices and encourage young people to use their voice as this is their strongest tool when communicating what they are feeling or need.

We establish an objectives/ incentive for each young person as part of their placement plan in collaboration with the young person, their family or carer and the professional team supporting them. We work with the young person to identify areas of self-development and set incentives as a reward for meeting these areas of self-development

Incentives are agreed with the young person as well as a framework for review. Achievements and successes are praised and celebrated and, where appropriate, rewarded.

16.1 Consequences

At Tutum House we use a system of Rewards and Constructive Consequences and Sanctions underpinned by an understanding of the impact of trauma on children and young people. Constructive consequences and sanctions are thoughtful interventions that should help the young person reflect and learn from the problematic behaviour or issue. Tutum House takes the view that constructive consequences sanctions are a result of our actions and should be constructive to add learning, that there are positive/negative consequences to all our actions and that every member of the community is responsible and accountable for their actions.

Looking at the constructive consequences and sanctions there to provide opportunities for learning by participants with the emphasis on "learning rather than punishment". Learning starts with the individual concerned and involves others as much as is possible. Incidents and unacceptable behaviour will be available for discussion in a debrief following any incident, where the emphasis is on learning and support.

16.2 Surveillance and Monitoring of Children.

We monitor and engage with young people to keep them safe, but this support should never be oppressive nor intimidating. We do not have any form of electronic surveillance in the home.

16.3 Physical Intervention.

Our culture of nurturing happy young people pushes any thought of physical intervention to the very bottom of our list of options.

Physical intervention will only be used as a last resort to protect the child or to protect others and to prevent serious damage to property. This would be for the minimum period necessary to allow de-escalation and the return to a steady state of emotional regulation. Staff are trained to recognize the elevated risks associated with physical intervention.

Patience, verbal encouragement, and non-verbal de-escalation are always our first thoughts and practices. Regular, quality-controlled training help our staff to adopt the least intrusive form of intervention and to adapt their approach according to circumstances, age, the development range of the child and the young person's risk assessment and behaviour management plan. A gradual graded system of response ensures that all factors are considered in line with our ethos of care.

Tutum House has chosen IKON Training as the Physical Intervention system to be used when necessary. The principles of this system are:

To uphold personal, professional integrity through a legal, ethical and moral approach. Physical Intervention during an incident is a last resort and will only be used:

- When a young person is placing themselves at risk
- When a young person is placing other people at risk
- When there is a threat of serious damage to property

The degree of Physical Intervention will be the minimum necessary and reasonable and proportionate to the young person's presenting behaviour.

Positive intervention and appropriate strategies will be identified in the young person's Positive Behaviour Support Plan and will be used to avert the need for restraint.

The young person's rights and dignity must be always upheld.

Pain must never be used.

No harmful techniques, either physically or psychologically, can be used.

All Tutum House staff will undertake physical intervention training as a priority, with a pre-requisite being that they are trained in First Aid and positive communication as part of their induction. Staff will access the course annually.

Physical intervention is never used as a punishment or to force compliance with staff instructions.

This type of situation is never easy for the child or the member/s of staff. We make sure that every support is given to all concerned so that we reinforce our culture of care and learn from the experience through debriefs both with the young person and the staff involved.

A detailed record of all physical interventions will be maintained in accordance with legislation and will be scrutinised by the Registered Manager to ensure that the rights and dignity of the young person were always upheld. The young person and staff receive full debriefs, children and young people are also asked if wish to speak to anyone independent from the home. This will also be available to the independent visitor and any inspection teams.

16.4 Bullying and Cyber Bullying

We aim to ensure that young people do not identify bullying or child on child abuse as an issue at Tutum House; the staff team have a consistent response to counter these issues and take all reports of any incidents seriously. We have a clear record of any bullying incidents and gain feedback from both the victim and perpetrator of any bullying incidents so we can try our best to understand why this has happened and how we can support both the victim and the perpetrator of the bullying and prevent any further incidents by trying to get to the root cause of why the bullying has taken place and how we can prevent any further incidents.

We keep close supervision when young people access online gaming and will discuss with young people in key work sessions how to report any cyber bullying on any platform and how to block any perpetrators of cyber bullying.

When young people first arrive, their Key Worker will talk to them about what child on child abuse, bullying and cyber bullying means, how they can report an incident of bullying or abuse; the young person will receive a copy of the young people's guide with further information in relation to reporting bullying and abuse it also has lots of information of how and where young people can get support from outside of the home.

At Tutum House we ask young people to use the communal areas to socialise so that staff can monitor all interactions. Young people are discouraged from entering each other's bedrooms and may only do so if a member of staff is available to supervise.

To reinforce the caring environment, we have weekly 1:1 Key Worker time as well as Ad-hoc key work sessions. At each weekly meeting the young person will be encouraged to discuss or comment on their relationships with others in the house, this is an opportunity to discuss and reflect on their relationships with peers and staff.

A clear bullying log is in use which details the bullying incident, actions taken by staff at the time to stop the incident, feedback from both the victim and perpetrator and any further actions needed to support both the victim and perpetrator.

We believe children bully others when they are upset and confused.

16.5 Disruption or Risk Management Meetings.

If a young person's behaviour is having a significant impact on their welfare or that of any other person at Tutum House, a disruption or risk management meeting will be convened at the earliest opportunity. The purpose of the meeting would be to review the stability of the placement and to look at strategies to support the management of the young person or to inform future planning.

17. Health

All young people at the point of admission will be registered with the local Doctor's Surgery, Dentist and Opticians, arrangements will be made for necessary visits and statutory reviews. If the young people have a dentist in Ipswich, we will try and keep the young person registered at this dentist to prevent any delays in appointments.

On admission to the home social workers and parents (when appropriate) will sign consent forms enabling staff at Tutum House to administer homely remedies and prescribed medication and to make decisions on emergency treatment when they are either unable to or not in a position to contact the social worker, emergency duty team or the young person's parent or carer.

Tutum House follows its rigorous 'Administration of Medication Policy'. All medication is stored in the staff office in secure locked cabinets or in a locked refrigerator. Staff keep a written record of all medication administered, first aid or treatments given during the young person's placement.

All staff are first aid awareness trained during their induction and then have a practical first aid session when they are in their probation phase. There will always be always one first aider in the home.

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Tutum House can provide information, advice and support about health issues such as diet and nutrition, physical activity, emotional wellbeing, puberty, drug and alcohol use, smoking and sexual health and can signpost young people to further services, make appointments and attend with the young person if required.

Tutum House supports learning about healthy choices and managing risk, empowering young people to make healthy lifestyle choices which will affect them throughout their lives.

Tutum House engages in multiagency working to plan services and promote wellbeing with several provisions such as CAMHS (Child and Adolescent Mental Health Services), Community Paediatricians, Occupational Therapy, Speech and Language Therapy, and Outreach Services.



18. Staffing

At Tutum House we believe young people's positive experiences and investment in the home is rooted in the quality of interactions between themselves, carers, and professionals within the home.

Our thorough and detailed recruitment process ensures that we provide the highest quality, experienced and knowledgeable staff team.

Young people are allocated a key team and will have planned 1:1 time each week to raise any concerns or issues they may have. This time may be used to work on the young person's goals/ targets and independence skills.

Outside of the managed interaction framework young people are free to approach any member of staff with a problem or issue at any time without fear of rebuke.

Our dedicated teamwork with the Registered Manager to ensure the highest standards of care and support are always maintained.

We provide high levels of staff involvement throughout the 24-hour day, having staff available when needed to support young people in their educational provisions and

using permanently employed waking night staff to ensure continuous safeguarding and support for our young people. Individual night-time support can be provided with agreement from the Local Authority.

18.1 Management and Staffing

The Registered Manager is responsible for Tutum House Children's Home. She is currently supported by a team of 2 senior residential support workers and residential support workers who between them provide cover in the home. We also have a business support officer who supports with finances and administrative tasks in the home. A 24 hour on call service is also in place to ensure that the team feel supported and can ask for advice at any point.

The staffing rota provides flexibility to meet the needs of the individual young people. The number of workers varies depending on the number and needs of the children. There will always be a minimum of two staff on shift, rising to three staff when required. 1:1 staffing is available at an agreed fee as required or commissioned by the young person's Local Authority.

In addition to routine supervisory guidance where care staff undertake formal, timetabled, one to one meeting with their supervisor; they are subject to annual performance appraisal, group supervisions and Team Meetings.

18.2 Training

Our children's homes administrator keeps records of all training undertaken both prior to commencing employment and whilst employed.

Mandatory training includes Child Protection and Safeguarding, Infection control, First Aid at Work, Data Protection (GDPR), Equality and Diversity, Health and safety, fire safety, PREVENT training, Medication training, policies and procedures, reporting and recording, care practice in the home.

We will also be incorporating specialised training for our staff in the form of CCE, CSE, County lines, safety planning/mapping and appropriate relationships.

We would also look at bespoke training if we were to house a young person with a particular need, this could include Autism awareness or a specific allergy for example. As a team we will train in

Staff will complete a safeguarding induction session at head office, and they will then progress through their induction and probation period which follows a clear programme with timescales and expectations explicit from the outset. This ensures that all parties understand the required standards and expectations, and how this will be supported.

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All substantive staff will hold the level 3 children and young people's work force Diploma (or equivalent) or be in the process of undertaking it.

Additional training- Tutum House will provide an annual training program for all staff and seek, when possible, to facilitate any additional sessions that may be requested.

18.4 Management Structure and Supervisory Responsibility

Responsible Individual

Rob Peduto



Registered Manager

Emma Phelps



Senior Residential support workers

Remi Garrett, Janine Johnson



Anji Wilks provides clinical supervisions for all the team in addition to the professional supervisions they receive from their line manager

19. Health and Safety

Our home includes a fire protection system that is checked within the legally required schedule and maintained to requisite standards; regular fire drills take place to ensure understanding and develop a safe routine, a record is kept of when fire drills have occurred.

On the arrival of a new young person the homes fire alarm evacuation procedures will be explained to them, and a fire drill will be conducted.

The premises are frequently inspected and monitored to ensure a high standard of presentation and that all Health & Safety requirements are met.

There are daily, weekly, monthly Health & Safety checks to ensure the building and contents comply with Health and Safety requirements.

In the event of an emergency the staff on duty will raise the alarm and when necessary, facilitate the evacuation of the building, in accordance with the Policy and Procedure. The appropriate emergency services will be called, and the Registered Manager informed without delay.

20. Contact Details

Registered provider: CF Social Work Ltd

Operating Address: CF Social Work Ltd
3-4b K Line House
West Road
Ipswich IP3 9SX
Tel: 01473 725794

Responsible Individual: Rob Peduto robpeduto@cfsocialwork.co.uk

Manager: Emma Phelps emma@cfsocialwork.co.uk

Appendix 1

Contracted hours	Job Title	Start Date	Qualifications	Experience
Full time	Emma Phelps Manager	09.10.24	<p>NVQ level 3 in Residential Childcare</p> <p>NVQ level 4 in specialised play for sick children and young people</p> <p>NVQ level 2 in understanding children and young people's mental health</p> <p>NVQ Level 2 in suicide and self-harm awareness</p> <p>NNEB</p> <p>Introduction to Safeguarding & Child Protection</p> <p>Prevent, Keep Them Safe, Introduction to Safeguarding & Child Protection. Cyber Security Awareness, Emergency First Aid Awareness, GDPR Awareness, Manual Handling of Inanimate Objects, Medication Advanced, Manual Handling Awareness, Safeguarding of Children Awareness, Lone Working, Legionella Awareness, Display Screen Equipment, Diet & Nutrition, Fire Safety, Food Safety Level 2, Food Safety Level 3, COSHH,</p> <p>Coronavirus and Infection Control, Equality, Diversity & Human Rights, FGM, Health & Safety, Self-Harm, Stress Awareness,</p> <p>Problem Solving, Knife Crime Prevention, Level 1 Child Criminal Exploitation & County Lines, Bereavement Awareness, Internet Safety, Communication & Record Keeping, Child Sexual Exploitation, Bullying & Harassment, MS Office &</p>	<p>I have worked in children's care settings for over 20years ranging from hospitals, private homes, specialised clinics, accident and emergency, school nursing and more recently residential care. I first started in residential as a support worker then progressed to senior, followed by deputy manager. The first home was a 6 bedded home for young females for overcoming sexual trauma and more recently I was a deputy manager opening a brand new 3 bedded home, supporting the preparation and furnishing the home, moving onto the Ofsted registration and recruiting of staff, this home consisted of 2 beds in the main home and separate annex for emergency placement or short term placements for up to 3 months, these young people presented with emotional and social trauma, global developmental delay, ASD and ADHD.</p> <p>As the deputy manager, I supported the team through mentoring and supervisions to enable the young people to grow socially, emotionally and attain developmental milestones both personally and academically for them with the support from the adults around them. This allowed me to see positive outcomes for the young people and the adult team around them, which also led to some young people being reunited with their families.</p> <p>I also assisted in Reg 44 visits, CIC meetings and ensured the home was working in line with the Children's Home Regulations and Quality Standards.</p>

			<p>Customer Service, Leadership and Management, Autism Awareness, Emergency First Aid at Work Practical Course</p> <p>Currently studying Level 5 in leadership and management</p> <p>Ikon Training Managing Challenging Behaviour</p> <p>PACE Awareness</p>	
Full time	Rob Peduto Responsible Individual	25.11.24	<p>Supervision, Appraisal & Managing Staff – Level 2 – Nov 2024</p> <p>PACE Awareness – Dec 2024</p> <p>Designated Safeguard Lead – May 2022</p> <p>BSc Joint Honours – PE, Sport Science & Psychology – 2:2</p> <p>2005</p> <p>A Level Psychology</p> <p>A Level Sociology</p> <p>A Level Human Biology</p> <p>2002</p> <p>AS Level Business Studies June 2001</p> <p>CF Group Mandatory Training Matrix – Fully Compliant – Nov 2024 - onwards</p> <p>Previous CQC Registered Manager</p> <p>Previous Controlled Drugs CQC Responsible Person</p>	<p>15 + Years experience across operational roles within Health & Social Care.</p> <p>Roles covered include Service Management (NHS), Head of Healthcare – HMP Norwich, Head of Operations – Children’s Crisis Management, Family Support, Residential Homes, and Agency.</p> <p>Praised by colleagues and stakeholders for attention to detail, responsiveness, analysis, and collaborative working within both Health & Social Care Services.</p> <p>Adept at quality and assurance compliance, audit creation, contract management, health & safety, recruitment, risk management, governance, procurement, and development of new Services & Residential Homes for Children & Young People.</p> <p>Experience in CQC & OFSTED inspections, registration and general enquiries and communications.</p> <p>Previously Designated Safeguarding Lead with a sound knowledge of policy, procedure, and mitigation to ensure the safety of all.</p> <p>Excellent at building rapport with young people, promoting positive behaviour, person centred and the teaching of life skills to ensure the most positive of outcomes for those supported.</p>

			All records held on CF Group HR file.	A hugely experienced senior operational manager entrusted in supported the Registered Managers and the Residential Home staff in achieving a minimum of “Good”, the intention of “Outstanding” in a safe and fulfilling environment.
Full Time	Remi Garrett Senior Residential support worker	31.8.22	Level 3 diploma Residential care Feb 2019 Level 5 Diploma Ikon 3 day course Sep 22 and refreshed annually 6 GCSE’s A-C including English and Math – Stoke High School (September 2009) CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness, Supervision	I am a highly motivated, reliable individual with great experience of working in a variety of challenging and demanding residential homes. I have experience of working with individuals with varying needs and requirements, whilst always providing a very high standard of care. I pride myself on delivering person-centered childcare, working towards the best outcomes for each young person. As a previous Deputy Manager, I can lead a team, work to my own initiative as well as being a team player, whilst remaining approachable and always willing to assist. I have a good knowledge and understanding of the Children’s Homes Regulations 2015, The Quality Care Standards and promptly implement any recommendations to improve the service after all Ofsted inspections and Reg 44 visits.
Full Time	Janine Johnson Senior Residential Support Worker	02.01.24	Care Skills, Children and Domestic abuse, De-Escalation, Depression and Suicide, Gangs and County Lines, Knife Crime, PAMS, Diploma in H&SC. Certificates on file or completed whilst in post CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness, Supervision IKON 21 st December 2022 and refreshed annually since that time	I have worked for CF Social Work for a number of years in a variety of roles, and my career has progressed from a contact supervisor to my current position of senior support worker in the children’s home. I have a calm and caring nature, and am skilled in gaining the trust of clients as well as demonstrating effective crisis intervention having worked in many high-pressure situations in the community and managed them remotely as a departmental manager

Full Time	Tevan Allen Support Worker	3.6.22	Extended Diploma in Sport and Exercise Sciences BSc in Sport and Exercise Science Enrolled onto level 4	Tevan has worked with children and young people in a variety of settings. He has taught football to children and young people within The Football Fun Factory, where he was the Assistant Coach and then Head Coach
Full Time	Georgia Brown Support Worker	29.03.23	Level 3 Diploma started April 23 CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness IKON July 2023 and refreshed annually	I am ambitious and excited for success. I take pride in my career, always seeking to better myself. I enjoy working in a team and consider myself to have good communication skills. I am extremely patient, a good and active listener. I am willing to learn, and I always prioritise children's safety and well-being. I have excellent knowledge on safeguarding and the importance of confidentiality. I take pride in my work within children's homes, I am undertaking my level 3 diploma and would like to progress my career within CF Children's homes.
Part Time	Shelby Clarke Support Worker	10.3.22	Level 3 qualified, enrolled onto level 5. CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness IKON training refresher March 2024	I would describe myself as highly motivated, versatile and hard-working individual with a practical hands-on approach who always perseveres to achieve the best results. I am able to digest the root quickly and develop an effective solution. I am someone who is able to work well alongside a team and also alone, understanding and appreciating how both are needed.
Part Time	Chelsie Butcher		Level 3 Residential Childcare enrolled	A highly motivated and enthusiastic individual with a Level 4 Diploma in Early Childhood studies and almost 10 years of

	Support Worker		<p>CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness</p> <p>IKON November 2022 – annually refreshed</p>	<p>experience within children and young people services.</p> <p>Naturally approachable with a friendly but professional persona.</p> <p>Flexible multi-tasker and timekeeper with great planning skills to ensure work is completed efficiently with the overall ambition to succeed.</p>
Part Time	Leon Bonsu Support Worker	31.8.23	<p>Enrolled on Leve3 3 Residential Childcare</p> <p>CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness</p> <p>IKON July 2023 with annual refresher</p>	<p>I am an enthusiastic, dedicated professional.</p> <p>I am comfortable in high paced working environments and aspire to reach higher levels of attainment and career development in the years to come.</p> <p>I am self-motivated individual,</p> <p>I have experience supporting young people in supported housing, where I would provide support for the young people and staff. Engaging in weekly activities, supporting the young people’s financial learning and providing emotional support for young people.</p>
Bank worker	Tiffany Bucknor Bank Residential Support Worker	06.11.23	<p>CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness</p> <p>IKON training scheduled for June 2024</p>	<p>5 years’ experience in residential and supported living from 4-year-olds to 19-year-olds, with differing needs such as Autism and Behavioural difficulties.</p> <p>I have also had experience of working with care leavers and supporting them with education and employment</p>
Full time	Lisa Goolding Business admin support	24.8.22	<p>CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness</p>	<p>I am a cheerful and caring person.</p> <p>I am responsible and organised; I pride myself on being hard working person and enjoy working as part of a team as well as working independently.</p> <p>I am reliable and dependable person</p>

			IKON training July 2023 with annual refresher	
Bank	Katiuska Torres-Watling Bank (works across all children's homes)	08.11.23	CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Emergency First Aid, Equality and Diversity, Fire Safety, First Aid at Work, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Medication Administration and practical competencies, Prevent, Safe Care, Safeguarding, Self Harm awareness IKON training scheduled for March 2024	Spanish and English Teacher with primary and secondary children Support Worker for Learning Disabilities and Disabilities Worked for a Youth Charity for 10- to 25-year-olds
Full time	Lucas Taylor		Introduction to Safeguarding & Child Protection Prevent, Keep Them Safe, Cyber Security Awareness, Emergency First Aid Awareness, GDPR Awareness, Manual Handling of Inanimate Objects, Medication Advanced, Manual Handling Awareness, Safeguarding of Children Awareness, Lone Working, Legionella Awareness, Display Screen Equipment, Diet & Nutrition, Fire Safety, Food Safety Level 2, Food Safety Level 3, COSHH, Coronavirus and Infection Control, Equality, Diversity & Human Rights, FGM, Health & Safety, Self-Harm, Stress Awareness, Problem Solving, Knife Crime Prevention, Level 1 Child Criminal Exploitation & County Lines, Bereavement Awareness, Internet Safety, Communication & Record Keeping, Child Sexual	I have worked as a PE teacher and 1-1 for the last 3 years within a primary school setting. I developed such positive and Humorous relationships with all children from start to finish. I taught PE lessons, after school clubs and organised sports events for all children. The reason I decided to work at Tutum was because I wanted to strengthen my knowledge with working with young children but more focusing on young adults and helping them progress through life by acting as a role model and someone to look up to. I believed that CF would help me achieve this and after talking with staff we decided that Tutum would be the best fit for me in regard to sharing the same interests and passions as the children living there.

			<p>Exploitation, Bullying & Harassment, MS Office & Customer</p> <p>Service, Leadership and Management, Autism Awareness, Managing Challenging Behaviour, Emergency First Aid at Work Practical Course</p>	
Full time	<p>Lauren Fulcher</p> <p>Support Worker</p>	30.09.24	<p>CSE, communication and record keeping, Coronavirus, COSHH, Diet and Nutrition, Equality and Diversity, Fire Safety, Food Safety, Health and Safety, Keep the Safe, Legionella Awareness, Prevent, Safe Care, Safeguarding, Self Harm awareness.</p> <p>Studying BA Hons Childhood and youth studies</p> <p>Level 3 Early years educator</p> <p>IKON scheduled 5, 6, 7th November</p>	<p>I have 5 years of experience within an early year's sector birth to 5, covering in depth safeguarding training, clear understanding of the impact of positive relationships and I am knowledgeable on the importance of creating a safe environment for children and young people to thrive.</p> <p>I am a supportive and caring person, ensuring the consideration of others' feeling and showing empathy towards the young people in the home.</p>