



CF CHILDREN'S HOMES LTD

TUTUM HOUSE

IPSWICH, SUFFOLK

Statement of Purpose 2022

*Providing a safe, resilient, caring and homely environment.
Specialists in person centred and bespoke care packages for
children and young people.*

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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 6 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 situated on the outskirts of 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 Children's Homes Ltd

Responsible Individual:

Home Manager:

Ofsted Registration Number: 2665860

***Independent Person:**

**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.*

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3. Conditions of Registration

The registered person: May only provide care and accommodation for up to 3 children.

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 CF Children's Homes Ltd – Head office: 3-4b K Line House, West Road, Ipswich IP3 9SX

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 and expect behaviours from them. We take 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.

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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 up 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.

Amendment due to the Coronavirus

Phase 1: Prevention.

- Temperature checks for visitors entering the home to be completed before entry is allowed.
- Personal Protective Equipment (PPE) – is available for staff use

Phase 2: Preservation of Staffing Ratios.

- The home Management team will prioritise maintaining staffing ratios.
- There must always be 2 members of staff in the home.

Phase 3: Staffing Crisis Management

- The home management team will go fully on a rota basis if needed, workloads to be discussed with Operations Managers.

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 in order 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 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 we are committed to maintaining this outcome and will work to improve upon on this learning from guidance given and national best practice.

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 all genders aged from 10 up to their 18th birthday.

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.
- 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.
- 3) Once the impact risk assessment is complete 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 Looked After Child meeting (LAC) 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 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 in order 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 in order to provide 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.

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 are building 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 the host authority and local police will be notified prior to the admission of a young person. 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 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 overall 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, in order 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

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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.

Tutum House is located within catchment of 3 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.

Each room contains, a bed, a chest of drawers, a wardrobe or built-in cupboard and a TV. 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 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 are allowed to invite their friends to the home after school hours and at the weekends, 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 program.

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.

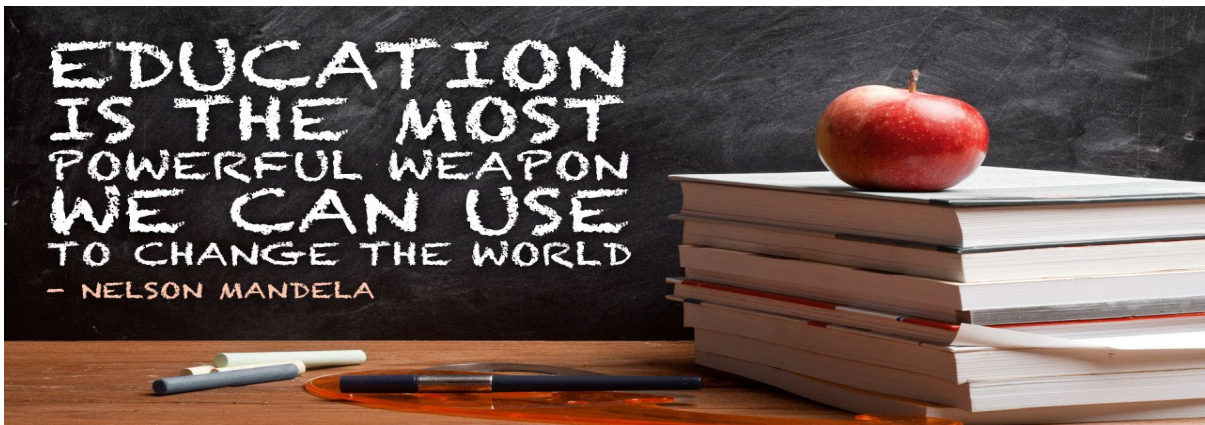
Young people also have personalised weekly incentives to encourage them to work positively towards goals, the young person can earn £7 per week if they meet all of their incentives.

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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 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 is able to 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.

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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 are able to 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 accessible at all times, 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, with have a swing set and slide 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 are now putting 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 will be asked to give their views 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 which varies according to age; 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, 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 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 independence program).
- ✓ Intervention and investigation by the appropriate supervisor whenever there is concern about staff performance or standards.
- ✓ Employing sufficient numbers of 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 CF Children's Homes Ltd – Head office: 3-4b K Line House, West Road, Ipswich IP3 9SX

local police missing person's team. 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, 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 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.

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 including an entry into our missing from home log.

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, 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, LAC 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

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 on a monthly basis 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

**Emotional wellbeing hub Helpline 0345 600 2090 press option 2
Emotionalwellbeinggateway.org.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 in order 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/ incentives 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 within a Positive Behaviour Support framework. 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 in order 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 upheld at all times.

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

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full debriefs. 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. 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 p 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 one first aider in the home at all times.

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 a number of 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.

With this in mind, our thorough and detailed recruitment process ensures that we provide the highest quality, experienced and knowledgeable staff team.

Young people are allocated a key worker 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 maintained at all times.

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 3 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 Head office keeps records of all training undertaken both prior to commencing employment and whilst employed. This is also saved on the shared drive which the Registered manager and business support can access.

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 an Induction Day at head office which covers safeguarding and the structure of the home 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.

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



Registered Manager



Senior Residential support workers



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:

Registered Manager:

Appendix 1

Number of jobs	Job Title	Start Date	Qualifications	Experience
1	Registered Manager		<p><u>Previous Qualification History</u></p> <p>Excellent, Factual & Professional Recording & IT Skills Qualifications & Training:</p> <p>ISO9001 Lead Auditor January 2022</p> <p>Ikon Training April 2022</p> <p>First Aid Training March 2022</p> <p>Safeguarding Children Advanced Children's Homes- Online course</p> <p>Equality, Diversity and Cultural competence 2022- Online Training Hub</p> <p>Infection Control 2022- Online Training Hub</p>	<p><u>Experience</u></p> <p>I am pride myself on being professional, committed, confident and approachable with my work practice. The children I have worked with and the teams I have worked within have always referred to me as being Fun, Firm, Factual & Fair which I feel is a good summary of my approach. My time keeping is good. I like being active and outside, I enjoy going to concerts and comedy shows. I am confident working 1-1 or within a team, I am also just as comfortable leading whilst working within policies and procedures. Employment:</p> <p>2020- Current Family Support Practitioner Kelwel Care (Agency)</p> <p>2015- 2020 Part Time Deputy Manager Heather House, Children's Home, Suffolk County Council</p>

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			<p>COSHH 2022- Online Training Hub Food safety and Hygiene Advanced 2022 The Challenge of Sensory Processing Attachment Difficulties-Training October 2019 Ligature Release Training-2022 IKON Training April 2022 Training for Social workers and Children's home managers- Supporting education October 2018 Working together to Safeguard Children- May 2018 Gangs and County Lines Train the trainer- May 2018 Suffolk Signs of Safety & Wellbeing- September 2014, Refresher August 2017 Exploited Children A Multi Agency Approach- November 2015 First Aid-(March 2022) Mental Health First Aid-December 2016 NVQ Level 3 Children & Young People Health & Social Care- February 2011 NVQ Level 3 Adult Health & Social Care May 2007</p>	<p>2011-2015 Team Leader, Alexandra House, children's Home Suffolk County Council • 2009-2011 Residential Child Care Worker, Woodman's Place Children's home, Suffolk County Council Skills & Abilities: Excellent, Professional & Confident Communication skills with people of all ages I work with a Therapeutic Person-Centred Approach Professional & Calm approach to difficult and Challenging Situations I have attended various additional training as Effective Supervision, Warner Interview, Introduction to Theraplay training and various other online training which is in date and I can provide certificates for. I hold full clean British Driver's license and have Business Car Insurance</p>
2	Responsible Individual		<p><u>Previous Qualification History</u></p> <p>Safeguarding (2020) Child Protection (2020) PAMS, SAGE NVQ 2,3 and 5 H&SC, Substance misuse Certificates on file or completed whilst in post IKON 21st December 2022</p>	<p><u>Experience</u></p> <p>Mentor to adolescents / Outreach Support Service/ Therapeutic Approach through Sport Therapy Highly commended by Professionals for intensive family support intervention and work with children and adolescents with significant additional needs. Excellent Communication Skills and experienced advocate for children and families. Working across agencies to tackle Suffolk's gang crisis that was a response to a fatal murder of a teen in Ipswich. SAGE case holds Suffolk most high risk and vulnerable children who have become a risk of gang affiliation and crime as well as children at risk of being exploited. SAGE works alongside specialist teams from the police, social care, youth offending and health as part of the multi-agency approach to deter gangs from selling drugs in Suffolk as well as to tackle county lines activity coming into the area. As part of my role within the team I engage with active gang members as part of their court order in ways to halt their gang activity and provide them with opportunities to change their</p>

				<p>behaviour. I also work alongside the family and educate them with strategies in which they can feel empowered to obstruct this behaviour in the home and to find ways in which to keep them safe.</p> <p>Intensive 1:1 support to vulnerable adolescents and children and families in complex high profile and sensitive cases in Suffolk, Norfolk, London Boroughs, Essex and Hertfordshire. I have achieved a high success rate at transforming children’s lives within support sessions and his intervention work with families in breakdown crisis situations has been highly commended in Essex and in Suffolk.</p> <p>I have worked extensively for a number of years with senior social work staff completing extended community-based assessment with parents with learning difficulties.</p> <p>Contact Supervision to LAC children and their families in Essex – experienced in difficult and challenging cases – named worker on 10 current cases.</p> <p>Sport Therapy offered to children with challenging behaviour. Positive role modelling to absconding and truanting cases, re-engaging and returning to education.</p> <p>Working on shift patterns in a Suffolk Children’s Home, 1:1 support with high-risk males and females, court attendance, transportation of adolescents. Mentoring offered.</p> <p>1:1 support in class and school life with a ‘statement’ student who had various behaviour and concentration problems. Encouragement and nurturing was given to student to try and channel his aggression and refocus his view of education in a positive light. The aim was to teach the student to communicate and interacts as he had previously found it hard to communicate with his peer group, leaving him isolated and frustrated through his inability to explain and express his feelings.</p> <p>Key achievement – student sat his SATS and passed all exams, he then went on to secondary mainstream education.</p>
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				<p>1:1 support to two year 11 pupils with significant behavioural difficulties and challenging behaviour, initially both were on the verge of being excluded on a permanent basis. The key aim was to change their way of thinking from a totally negative attitude towards their education and teaching staff to a positive view enabling their time at school to be more enjoyable as well as beneficial in terms of their education. Key achievements: both students were removed from isolation and re-engaged in their studies, both went on to sit GCSE's and passed successfully. This work provided both children with a mentor and positive role model that they could trust and engage with.</p> <p>Assisted various children with their classroom based work as well as facilitating various sports activities for the children. The focus of this work was to encourage the students to study as well as teaching them life skills to take them through to their adult life. Key achievements: Moved children forward and gained a better knowledge and understanding of working with disabled children.</p>
Full Time	Senior Residential support worker		<p>Level 3 Diploma Residential care 2019 Ikon 3 day course Sep 22 6 GCSE's A-C including English and Math – Stoke High School (September 2009) Medication October 22 Medication competency October 22 Equality and Diversity September 22 Fire safety August 22 COSHH September 22 Food Hygiene September 22 Emergency first aid September 22 Fire Safety September 22 Health and safety September 22 Diet and nutrition September 22 Coronavirus infection Control September 22 Autism Awareness September 22</p>	<p>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 in 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 am seeking a role within a growing company where I can continue my professional development and support young people to reach their potential and lead fulfilled lives.</p> <p>Supported the Registered Manager in the delivery of high-quality service provision incorporating care, welfare, safety and security of all children and young people in our care.</p> <p>Supported the Manager in the performance and development of staff by conducting regular supervisions and annual appraisal process</p> <p>Undertook all administrative tasks necessary for the effective running of the home within Channels and Choices Policies and Procedures.</p>

				<p>Ensuring we promoted the Company's ethos as a Therapeutic based Organisation.</p> <p>Ensured that the home was fit for purpose</p> <p>Good knowledge and understanding of the Children's Homes Regulations 2015, The Quality Care Standards and promptly implemented any recommendations to improve the service after all Ofsted inspections.</p> <p>Working effectively with partners e.g., social workers and local authorities</p>
Full Time	Senior Residential support worker		<p>NVQ level 3 12/12 2018</p> <p>Keep Them safe- Protecting Children from Child sexual Exploitation May 2022 Virtual College</p> <p>Paediatric First Aid Blended learning- eLearning May 2022</p> <p>Medication Awareness May 2022 eLearning</p> <p>Emergency First Aid Awareness eLearning May 2022</p> <p>Prevent online training May 2022 online training</p> <p>IKON training July 2022</p>	<p>Senior support worker for 4years. Experience of working in an outstanding rated children's home and a good, rated children's home. I have key worked children for 6 years and this has led to me completing all levels of reports and assessments.</p> <p>Coming up to 7 years experience working in residential care home with EBD. I have completed my nvq level 3. I lead every shift I am on with few incidents. I have plenty of experience in key working and writing reports etc.</p>
Full Time	Senior Residential support worker		<p>NVQ Level 3 Children and young people health and social care July 2018</p> <p>Fire safety August 22</p> <p>Health and safety level 2 August 22</p> <p>Food safety and hygiene August 22</p> <p>Self harm August 22</p> <p>General data protection regulation</p> <p>Safeguarding children August 22</p> <p>Child protection</p> <p>Autism awareness August 22</p> <p>IKON September 22</p> <p>ADHD awareness</p> <p>Low mood and depression</p> <p>Dyslexia awareness</p> <p>Understanding anxiety</p> <p>Domestic abuse</p> <p>Classroom training</p> <p>IKON 3 day course August 22</p> <p>PACE</p> <p>Emergency First aid August 22</p> <p>Ligature training August 22</p>	<p>12 years experience working with and supporting young people and have gained experience in a mixture of settings and situations. I have worked in schools, residential homes; 16 plus placements and completed welfare checks in family settings.</p> <p>Worked as senior support worker in Suffolk County Council children's homes.</p>

			<p>Medication training August 22</p> <p>COSHH August 22</p> <p>Diet & Nutrition August 22</p> <p>Equality & Diversity August 22</p> <p>Corona Virus & Infection Control August 22</p>	
Part Time			<p>First Aid June 2022</p> <p>Children's Home induction, CSE and CCE April 2022</p> <p>Medication June 2022</p> <p>eLearning</p> <p>Fire Safety June 2022</p> <p>Child Sexual Exploitation June 2022</p> <p>Equality, Diversity and Human Rights June 2022</p> <p>Self-Harm training June 2022</p> <p>Induction to home April 22</p> <p>IKON May 22</p> <p>Child sexual exploitation May 22</p> <p>Radicalisation Prevent training April 22</p> <p>Gangs and county lines training May 22</p> <p>Safeguarding Children April 22</p> <p>Medication May 22</p> <p>Medication competencies June 22</p> <p>Equality and Diversity June 22</p> <p>COSHH May 22</p> <p>Food Hygiene</p> <p>Emergency First aid May 22</p> <p>First Aid at work June 22</p> <p>Fire Safety July 22</p> <p>Health and safety June 22</p> <p>Diet and Nutrition May 22</p> <p>Coronavirus & infection control May 22</p> <p>Autism awareness November 22</p> <p>Self-Harm awareness October 22</p> <p>Child Exploitation level 1 & 2 July 2022</p> <p>Level 3 Diploma enrolled December 22</p> <p>Sexual Harassment awareness April 2022 YMCA</p> <p>Modern Slavery April 2022 YMCA</p> <p>Fire Awareness April 2022 YMCA</p> <p>Gender Identity & Expression April 2022 YMCA</p> <p>Fire Warden April 2022 YMCA</p>	<p>I am a good listener and communicator, who is able to get on with people from all age groups and backgrounds.</p> <p>Since June 2020 I have been working with children in care & care leavers aged mainly between 16-18yrs & also some 18-21yr olds. During this period I have supported these young people with everyday life skills like cooking, cleaning, behavior & personal hygiene. This has been a challenging yet rewarding role where at times I have had to work hard on building relationships with young people who have trust issues due to past life experiences & events. I have witnessed & dealt with scenes of conflict, threatening behavior to myself & others, self harm, sexual exploitation, county lines & drug & alcohol misuse. This role has made me grow as a person to become more compassionate & understanding of the issues young people of the modern world face & how being in care affects their mental health & the their families too.</p> <p>As part of this role I hold regular activity sessions, cooking & baking is a passion of mine & actively try to encourage residents to join in. I also enjoy doing craft sessions with them too. I find during these activity sessions that they often feel more relaxed & open up about anything they have worrying them.</p>

			<p>Infection Prevention & Control June 2020 YMCA</p> <p>Food Safety & Hygiene Level 2 June 2020 YMCA</p> <p>Risk Assessments June 2020 YMCA</p> <p>Cyber Security Awareness June 2020</p> <p>Lone Working outside of the workplace June 2020</p> <p>Drug & Alcohol Awareness June 2020 YMCA</p> <p>Food Allergy awareness June 2020 YMCA</p> <p>Mental Health Awareness June 2020 YMCA</p> <p>Sharps Training June 2020</p> <p>Whistle Blowing June 2020 YMCA</p> <p>Prevent Duty June 2020 YMCA</p>	
Part Time			<p>IKON Training May 2022</p> <p>First Aid June 2022</p> <p>Children's Homes induction CSE & CCE March 2022</p> <p>Safeguarding 2022</p> <p>Enrolled on level 3 Diploma working with children and families</p> <p>Medication Advanced May 2022</p> <p>Fire Safety May 2022</p> <p>COSHH May 2022</p> <p>Health & Safety Awareness May 2022</p> <p>Equality, Diversity & Human rights May 2022</p> <p>Emergency First Aid Awareness May 2022</p> <p>Safeguarding Children Awareness May 2022</p> <p>Diet & Nutrition May 2022</p> <p>Food Safety Level 3 May 2022</p> <p>Coronavirus Awareness & Infection Control May 2022</p>	<p>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 and effective solution. I am someone who is able to work well alongside a team and also alone, understanding and appreciating how both are needed.</p> <p>I have an enthusiastic, friendly and bubbly character.</p> <p>Good communication skills, maintaining professional boundaries and relationships.</p> <p>I am honest and good at problem solving skills.</p> <p>Eager to learn and complete training,</p> <p>Quick learner</p> <p>Caring and understanding</p> <p>Firm communication</p>
Part Time			<p>Level 3 Residential Childcare enrolled December 22</p> <p>IKON November 22</p> <p>Radicalisation September 22</p> <p>Medication September 22</p> <p>Equality and Diversity September 22</p> <p>COSHH November 22</p> <p>Food Hygiene November 22</p> <p>Emergency first aid November 22</p> <p>First Aid at work September 22</p> <p>Fire Safety September 22</p> <p>Health and Safety September 22</p> <p>Diet and Nutrition September 22</p> <p>Coronavirus and infection control September 22</p> <p>Autism awareness October 22</p> <p>Self-harm awareness November 22</p>	<p>A highly motivated and enthusiastic individual with a Level 4 Diploma in Early Childhood studies and almost 10 years of 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			<p>Safeguarding children August 22 IKON July 22 Childs Sexual exploitation August 22 Prevent training August 22 Medication competency October 22 Equality and Diversity training August 22 COSHH August 22 Emergency first aid Fire Safety August 22 Health and safety August 22 Diet and Nutrition August 22 Coronavirus and infection control August 22 Self harm awareness November 22</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			<p>Youth Module Level 1 Sage Guarding – Child Protection First Aid Health and Safety Drug ang Bereavement Training CAF Training Money and Budgeting Training PTTLS Sports Coaching</p> <p>IKON 21st December 2022</p> <p>Two Day Children's Home induction course including Safeguarding Induction to Children's Homes Practice and Legislation CSE and CCE Effective reporting and recording Professional Boundaries</p>	<p><u>Alternative Education Youth Worker</u></p> <p>Working with and supporting year 11 pupils studying GCSE's-Course work support and liaising with other schools for referrals.</p> <p><u>Support Youth Worker</u></p> <p>Supporting young people who are out of mainstream school-engaging and encouraging young people to consider alternative education.</p>
Bank			<p>Bachelor of Arts degree: Education, A level or equivalent Health and Social care, Psychology, Keep them Safe CSE 08.07.2021*, Prevent Training 03.08.2021* First Aid March 2022 COSHH March 2022 Health & Safety Awareness March 2022 Equality, Diversity & Human Rights March 2022 Emergency First Aid Awareness March 2022 Safeguarding Children Awareness March 2022 Medication awareness & Medication Advanced training March 2022 Autism Awareness Jan 2022 Diet & Nutrition March 2022 Self-Harm Awareness Jan 2022 Food Safety Level 3 March 2022 Preventing Radicalisation March 2022</p>	<p>I have good effective communication skills</p> <p>I am aware of safeguarding issues and how to report them. I have extensive knowledge of child development,</p> <p>I ensure appropriate learning opportunities are provided on a daily basis.</p>

			<p>Communication & Record Keeping March 2022 CSE March 2022 Coronavirus awareness & Infection control March 2022</p>	
Business admin support			<p>IKON November 22 Radicalisation September 22 COSHH November 22 Food Hygiene November 22 Emergency First Aid November 22 Fire Safety November 22 Coronavirus and infection control October 22 Self-harm awareness November 22</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>
Bank			<p>Safeguarding Children July 22 IKON July 22 In house gangs & county lines July 22 Medication competencies September 22 COSHH August 22 Food Hygiene August 22 First aid at work July 22 Health & safety August 22 Diet and Nutrition August 22 Coronavirus and infection control August 22</p>	<p>I am motivated, adaptable and a responsible person.</p> <p>I am calm and collected person who enjoys new challenges</p> <p>I have 2 years experience teaching English abroad and really enjoyed the experience of working with young people and supporting them to learn.</p> <p>I am very enthusiastic about having a career as a social worker and enjoy new challenges. I enjoy working as part of a team.</p>
Bank			<p>ASB Crime & Policing Act 2014. Completing third year of social work degree will graduate 2023 Below eLearning training completed First Aid March 2022 COSHH March 2022 Health & Safety Awareness March 2022 Equality, Diversity & Human Rights March 2022</p>	<p>I am currently studying as a social worker I am in my third year and will qualify in 2023.</p> <p>I am a kind, positive and approachable who strives for the best outcome in everything I do.</p> <p>I have a creative and innovative approach to problem solving and challenges.</p>

			<p>Emergency First Aid Awareness March 2022</p> <p>Safeguarding Children Awareness March 2022</p> <p>Medication awareness & Medication Advanced training March 2022</p> <p>Diet & Nutrition March 2022</p> <p>Self-Harm Awareness Jan 2022</p> <p>Food Safety Level 3 March 2022</p> <p>Preventing Radicalisation March 2022</p> <p>Communication & Record Keeping March 2022</p> <p>CSE March 2022</p> <p>Coronavirus awareness & Infection control March 2022</p>	<p>I am effective working within a team and independently.</p> <p>I have good communication and listening skills.</p>
Bank			<p>Care Quality Certificate (all modules)</p> <p>Safer recruitment</p> <p>Introduction to Safeguarding</p> <p>First Aid in the workplace.</p> <p>Induction to children's homes, CSE and CCE June 2021</p> <p>Certificates on file or completed whilst in post</p> <p>IKON 21st December 2022</p> <p>Two Day Children's Home induction course including Safeguarding</p> <p>Induction to Children's Homes Practice and Legislation</p> <p>CSE and CCE</p> <p>Effective reporting and recording</p> <p>Professional Boundaries</p>	<p>has work directly with children developing positive relationships and providing appropriate support to address a range of needs including disruptive and challenging behaviour.</p>
Bank			<p>Care Skills, Children and Domestic abuse, De-Escalation, Depression and Suicide, First Aid, Gangs and County Lines, Knife Crime, PAMS, Safeguarding Level 3&4, Diploma in H&SC,CSE. Certificates on file or completed whilst in post</p> <p>Induction to children's homes, CSE and CCE March 2022</p> <p>Below eLearning training completed</p> <p>Paediatric First Aid Blended learning August 2021</p> <p>First Aid March 2022</p> <p>COSHH March 2022</p> <p>Health & Safety Awareness March 2022</p> <p>Equality, Diversity & Human Rights March 2022</p> <p>Emergency First Aid Awareness March 2022</p>	<p>I am a senior family support practitioner currently employed by CF Support Service Ltd where I have been employed since 2011, my career has progressed from a contact supervisor to my current position where I lead a 24/7 support case and supervise a team of 10 support workers.</p> <p>My job involves providing high quality support to individuals and families who may be experiencing problems within their lives. I have a consistent track record of working successfully with the client base and fellow professionals. Exhibiting a strong commitment to serving the needs of children and their families, in areas including neglect, child abuse, homeless teenagers, substance misuse and domestic violence.</p> <p>I also have experience of working with sexually exploited teenagers which includes supporting them through ABE interviews, giving evidence in crown courts and engaging with appropriate external support.</p>

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			<p>Safeguarding Children Awareness March 2022 Medication awareness & Medication Advanced training March 2022 Autism Awareness Feb 2022 Diet & Nutrition March 2022 Self-Harm Awareness Jan 2022 Food Safety Level 3 March 2022 Preventing Radicalisation March 2022 Communication & Record Keeping March 2022 CSE March 2022 Coronavirus awareness & Infection control March 2022 IKON 21st December 2022</p>	<p>Possessing a good understanding of relevant legislation, procedures and techniques required, as well as an excellent knowledge of social work principles and practices and their application to complex cases. I have a calm and caring nature, skilled in gaining the trust of clients as well as demonstrating affective crisis intervention. Often complimented for my on-going successful practice, I am currently looking to further my career by seeking a suitable position with a progressive employer. Career History Senior Family Support Practitioner CF Support Services LTD</p>
	Regulation 44 Visitor			
			<p><u>Previous Qualification History</u></p> <p>Health & Safety IOSH Fire Auditing and inspections Level 3 in social Care Level 5 in Leadership and management</p>	<p><u>Experience</u></p> <p><u>Senior Social Care Practitioner</u> He has worked within the residential care setting for over 13 years. Starting from the ground up as a Residential care worker, Senior Care Worker, Deputy Manager, Registered Manager to a regional area manager and business development manager/Health & Safety operative.</p> <p>During his last post he was jointly responsible for 28 people, 7 homes as well as the day-to-day communication between Managers, Social workers, Commissioners and stake holders as well as governing bodies.</p> <p>More recent works include independent audits, Reg 44 visits and compliance, Pre Ofsted & CQC - Inspections along with crisis management, Management Mentoring, Independent Investigations, project management and opening of residential provisions.</p> <p>In addition, also has experience working with EBD, ASD, ADD, CSE, CCE FGM, FAS, Drug abuse and Gangs.</p>