

**THE CHILDREN'S HOME REGULATIONS
(Northern Ireland) 2005**

SCHEDULE 1

Regulation 4(1)

**Matters to be included in the
Statement of Purpose**

This Statement of Purpose will be made available on request to those people and agencies identified in Regulation 4 of the Children's Home Regulations (Northern Ireland) 2005:

Statement of purpose and children's guide

4.—(1) The registered person shall compile in relation to the children's home a written statement which shall consist of a statement as to the matters listed in Schedule 1.

(2) The registered person shall provide a copy of the statement of purpose to the Regulation and Improvement Authority and shall make a copy of it available upon request for inspection by –

- (a) any person who works at the children's home;
- (b) any child accommodated in the children's home;
- (c) the parent of any child accommodated in the children's home;
- (d) the placing authority of any child accommodated in the home;
- (e) the independent visitor (if one has been appointed), of any child accommodated in the children's home;
- (f) the guardian ad litem (if one has been appointed), of any child accommodated in the children's home; and
- (g) the Commissioner,

and in this paragraph references to a child who is accommodated in the children's home include a child in respect of whom accommodation in the children's home is being considered.

Regulation 4 of the Children's Home Regulations (Northern Ireland) 2005.

Contents

Page Number

	<i>Introductory Prospectus</i>	5
1.	<i>A statement of the overall aims of the children's home, and the objectives to be attained with regard to children accommodated in the home.</i>	6-7
2.	<i>A statement of the facilities and services to be provided for the children accommodated in the children's home.</i>	8-12
3.	<i>The name and address of the registered provider, and of the registered manager if applicable.</i>	13
4.	<i>The relevant qualifications and experiences of the registered provider and, if applicable, the registered manager.</i>	14
5.	<i>The number, relevant qualifications and experience of persons working at the children's home, and if the workers are all of one sex, a description of the means whereby the home will promote appropriate roles models of both sexes.</i>	15-31
6.	<i>The arrangements for the supervision, training and development of employees.</i>	32-33
7.	<i>The organisational structure of the children's home.</i>	34
8.	<i>The following particulars -</i>	35
	<i>(a) The age-range, sex and numbers of children for whom it is intended that accommodation should be provided.</i>	
	<i>(b) Whether it is intended to accommodate children who are disabled, have special needs or any other special characteristics; and</i>	
	<i>(c) The range of needs (other than those mentioned in sub-paragraph (b) that the home is intended to meet.</i>	

9.	<i>Any criteria used for admission to the home, including the home's policy and procedures for emergency admissions, if the home provides for emergency admissions.</i>	26-38
10.	<i>If the children's home provides or is intended to provide accommodation for more than eight children, a description of the positive outcomes intended for children in a home of such a size, and of the home's strategy</i>	26
11.	<i>A description of the children's home's underlying ethos and philosophy, and where there is based on any theoretical model, a description of that model.</i>	27-29
12.	<i>The arrangements made to protect and promote the health of the children accommodated at the home.</i>	30-33
13.	<i>The arrangements for the promotion of the education of the children accommodated there, including the facilities for private study.</i>	34-35
14.	<i>The arrangements to promote children's participation in recreational, sporting and cultural activities.</i>	36
15.	<i>The arrangements made for consultation with the children accommodated about their future care and the operation of the children's home.</i>	37-38
16.	<i>The arrangements made for the control, restraint and discipline of children.</i>	39-41
17.	<i>The arrangements made for child protection and to counter bullying.</i>	42-43
18.	<i>The procedure for dealing with any unauthorised absence of a child from the children's home.</i>	44
19.	<i>A description of any electronic or mechanical means of surveillance of children, which may be used in the children's home.</i>	45
20.	<i>The fire precautions and associated emergency procedures in the children's home.</i>	46

21.	<i>The arrangements for the children's religious observance.</i>	47
22.	<i>The arrangements for contact between a child and his parents, relatives and friends.</i>	48
23.	<i>The arrangements for dealing with complaints.</i>	49
24.	<i>The arrangements for contributing to the review of the placement plans under Article 45 of the Children's Order.</i>	50
25.	<i>The type of accommodation, including the sleeping accommodation, provided, and, where applicable, how children are to be grouped, and in what circumstances they are to share bedrooms.</i>	51
26.	<i>Details of any specific therapeutic techniques used in the home, and arrangements for their supervision.</i>	52
27.	<i>A description of the children's home's policy in relation to anti-discriminatory practice as respects children and children's rights.</i>	53

Introduction

Bluebell House is a statutory Residential Children's Home owned by the Southern Health & Social Care Trust. It is a purpose built; single storey facility situated off the Rathfriland Road in Newry and provides services to children and young people with Intellectual Disabilities [ID] from the SHSCT area. Bluebell House is in its own private grounds and is fully landscaped, including a playground. In order to meet the needs of young people it is important to provide a welcoming and homely environment which affords safety, privacy, and is a place to relax, work and grow and Bluebell House has been designed to achieve this.

Bluebell House provides 5 en-suite bedrooms in total.

Bluebell House aims to provide residential care placements for young people with an Intellectual Disability, where this is their assessed need.

It is recognised that the mix of young people within residential units can be a significant factor in determining outcomes. Accommodating 5 young people with ID with associated additional needs such as Autism & sensory difficulties in Bluebell House, will require continual robust planning & risk assessment.

The management responsibility is delegated through the Southern Health & Social Care Trust to the Chief Executive, Assistant Director of Corporate Parenting, the Locality Head of Service (Social Work lead) to the Residential Services Manager for Children with a Disability who provides support and supervision to the Registered Manager who is responsible for all services provided within Bluebell House.



1. ***A statement of the overall aims of the children's home, and the objectives to be attained with regard to children accommodated in the home.***

Purpose:

Bluebell House will provide residential care placements for children and young people with an Intellectual Disability who are aged between 5 years and up to the day before their 18th birthday. Younger children (below the age of 12) should always be considered for family based options in the first instance however in exceptional circumstances the lower age limit of 12 years may be reduced, further to a comprehensive assessment of the child's needs and on the approval of the Assistant Director.

Bluebell House will provide accommodation (5 beds) for young people who have been subject to a comprehensive multi-disciplinary assessment, identifying that a residential placement is in their best interests. This unit can also provide an outreach service to these young people as appropriate e.g. prior to admission, or in preparing the young person for moving on to another placement or other living arrangements. Prior to the commencement of the outreach service, a multi-disciplinary meeting will be convened and a robust risk management plan agreed.

While endeavouring to support parents and families, the priority within Bluebell House is for each child's individual needs to be met, their wishes and feelings considered, and that being accommodated in Bluebell House is a meaningful, positive and enjoyable experience for him/her. The Home will provide a safe, comfortable and therapeutic but homely environment which will provide children and young people with a high standard of care.

Overall Objectives:

- a) To offer a service to young people with an Intellectual Disability where their right to retain their personal dignity and independence is respected and encouraged.
- b) To offer a service in partnership with parents, which is designed to meet the assessed needs of their child/young person.
- c) To provide a high standard of care which ensures the physical, emotional, social, intellectual, spiritual and cultural needs of the child are met through a holistic approach to "wellbeing", with particular attention being paid to specific needs.
- d) To ensure a commitment to promoting and providing for the on-going educational needs of the individual child, by ensuring that whilst accommodated, each child/young person attends their school.

e) To provide a service designed to encourage and assist young people to maximise their potential and develop greater independence in the skills of daily living.

f) To ensure the young person's needs continue to be met as identified in their Pre Admission Pathway assessment, through subsequent planning and implementation of same, and through the Looked After Children requirements and processes

g) To provide a copy of the Statement of Purpose to those individuals and agencies named in the regulations upon request for inspection:

(a) any person who works at the children's home;

(b) any child accommodated in the children's home;

(c) the parent of any child accommodated in the children's home;

(d) the placing authority of any child accommodated in the home; and

(e) in the case of a qualifying school, the Secretary of State, and Her Majesty's Inspector of Schools in England,

2. ***A statement of the facilities and services to be provided for the children accommodated in the children's home.***

The SHSCT aims to provide residential care placements in Bluebell House, in order to meet the specific assessed needs & therapeutic needs of the children / young people.

Bluebell House provides accommodation for children/young people aged between 5-18 years, male and female, who require a residential placement. It is a single storey building which can offer accommodation for up to 5 young people. Bluebell House is comfortably furnished and are comprised of 5 bedrooms in total all with en-suite facilities, 2 fully assisted bathroom's, 1 large multi-purpose area/living area, a number of smaller living rooms/day spaces, 1 ball pools/soft play room, 2 sensory rooms, 1 large kitchen and 1 large dining area. There is also a self-contained flat area which provides a small kitchen and dining area also. Each young person has their own bedroom with en suite bathroom, and there are private areas available for contact with family and friends.

The grounds offer space in which young people and staff can engage in recreational activities, there are 2 sensory gardens, one garden is accessed by a door in the bedroom corridor & one via the dining area. The latter garden has a large bespoke play frame made with consultation from the OT. Both gardens have basket swings & other multi-sensory garden equipment.

Bluebell House aims to provide a safe, homely and caring environment in which young people are provided with opportunities to maximise their individual potential.

The young people are provided with outlets for social interaction both within the unit and in the wider community. A range of activities are offered which are appropriate to the individual and promote social and personal development.

Young people are also afforded the opportunity for religious observance, are encouraged to develop self-care skills, and engage in specifically tailored programmes of development as appropriate, e.g. Healthy eating; road-safety awareness; self-protection skills. Communication is supported and promoted through the use of specialist communication systems such as TEACHH, PECS, PIXON, MAKATON, BSL.

Bluebell House aims to provide a service tailored to meet the holistic needs of each young person. To achieve this a multi-disciplinary therapeutic planning system is in place for each young person in collaboration with the multi-disciplinary team. Operational residential care plans are then devised for the individual young person based on the goals identified within the therapeutic plan. At present Bluebell House have an OT and an SLT from the Scaffold Service x1 day per week.

Staff involvement and intervention with young people is guided at all times by the SHSCT values, including respect for the dignity and value of young people and their families, being open and honest, and acting with integrity.

The planning and delivery of the service will be reviewed regularly, taking into consideration the changing demand for and needs of the service.

Key-worker

All young people within Bluebell House will be assigned a key-worker. The primary role of the key-worker will be to focus on the young person's development of significant and sustainable relationships in their lives. The key-worker will undertake a number of responsibilities to achieve this goal:

- Be a link to the child and their family
- Ensure that the therapeutic plan is implemented, alongside the multi-disciplinary team
- Role model specific interventions and support their colleagues in the understanding of the same through evidence based practice.
- Ensure that issues are brought to the staff meeting for discussion in relation to a specific young person
- Prepare feedback and attend the LAC review and other meetings relevant to the child's care (planning meetings, core group meetings, restrictive practice meetings)

Individual Work

Individual work will focus on areas set out in the Care Plan and might include:

- Making and sustaining relationships
- Skill building/ development
- Continence
- Sleep
- Experiential learning
- Self-esteem / self-protection
- Promoting educational health needs
- Counselling
- Behaviour modification
- Anger management
- Life story work

Detailed Care Plans are drawn up for each young person outlining a range of needs and what is required to meet them. These include:

- Health
- Social
- Education
- Emotional
- Religious/Spiritual
- Cultural
- Self-Care and Protection

OTHER SERVICES

Monies

Young people who are accommodated in Bluebell House are eligible to receive allowances for clothing (based on assessed need), pocket money, birthdays and Christmas. Monies are kept securely within Bluebell House in a safe, managed within the SHSCT financial guidelines and subject to audit and inspection.

Play / Recreation

Bluebell House will build positive links with local youth clubs, leisure centres and community projects. Young people are also encouraged to take part in play and recreation activities within Bluebell House which residential staff will organise and deliver.

Staff members will be pro-active in ensuring that young people have opportunities to develop interests and hobbies which maintain community links.

Residential staff will utilise the community access resources also available within the CWD service to identify resources available to support the young peoples' therapeutic needs.

Transport

Young people will be encouraged to walk and cycle where appropriate to promote independence & physical activity. The unit vehicle will be used to facilitate young people's attendance at school, appointments, and contact with family & outings. Individual risk assessments in regards each young person & transport are completed and any modifications/equipment required will be sourced & fitted. Bespoke training on any equipment (i.e. harness) will be provided to the staff team.

Family Work

The Trust will work in partnership with parents and families of young people placed in Bluebell House. Through the outreach service, staff will strive to

achieve successful rehabilitation into their family of origin, extended family, foster care or supported community living.

Family contact will always be promoted at a level suitable to the needs of the young person. Staff will encourage young people and their families to remain in contact by telephone and by visits to Bluebell House, the family home or community settings/venues.

Working with other Professionals

Bluebell House will work in a multi-disciplinary fashion and in partnership with other professionals as detailed below:

The Field Social Worker

Field social workers retain case management responsibility for the young people and will maintain regular contact with them for the duration of the placement.

The field social worker and key-worker will be responsible for completing the LAC Review of Arrangements report prior to the review.

The monitoring officer during monthly visits ensures that statutory visits occur in accordance with the Guidance for Social Workers Undertaking Statutory Visits.

ID CAMHS (Intellectual Disability Child & Adolescent Mental Health Services), Scaffold, AHP input

Where a young person is known to ID CAMHS, the designated ID CAMHS professional will play an integral part in supporting the young person in line with the Therapeutic Plan/Care Plan. Historically as part of a pilot in Bluebell House residential staff & SLT/OT worked collaboratively together in devising a therapeutic plan for 2 of the young people accommodated in Bluebell House. This was reviewed at Therapeutic planning meetings on a fortnightly basis. IDCAMHS withdrew input with one of these young people & currently the residential Service Manager chairs bi monthly planning meetings with the MDT to review therapeutic goals in the plan.

A Working Group has been set up & is led by the AD, Corporate Parenting to identify a therapeutic model of care for Bluebell House & agreed roles/responsibilities within the multi-disciplinary context in moving forward & planning the service. At present an OT has been identified to provide input to Bluebell House x1 day per week, it is also hoped an SLT can be sourced through the directorate to support x1 day per week. A working group will

continue to develop the therapeutic wraparound model/systems & processes for Bluebell House.

Link with Other Services

The team will also liaise closely with other professionals, within voluntary, private and statutory agencies, in order to provide a comprehensive range of services to meet the needs of the young people. These agencies may include schools, AHPs, Health Promotion, local Councils, Education, community and voluntary sector services and other appropriate individuals and organisations.

3. ***The name and address of the registered provider, and of the registered manager if applicable.***



Registered Provider

Southern Health & Social Care Trust

**Dr Maria O Kane
Chief Executive
SHSCT**

**CHILDREN & YOUNG PEOPLE'S SERVICES
COLLEGE OF NURSING
CRAIGAVON AREA HOSPITAL
68 LURGAN ROAD
PORTADOWN
BT63 5QQ**

Registered Manager

**Mr Simon McCaughran (Acting)
Bluebell House
26 Windsor Hill
Rathfriland Road
Newry
BT34 1ER**

4. ***The relevant qualifications and experiences of the registered provider and, if applicable, the registered manager.***

Simon McCaughran is a professionally qualified social worker & obtained a BSC Honours Social Work in July 2014. Simon also has a BSc Honours in Psychology which he obtained in July 2010.

Simon has 7 years residential and fieldwork social work experience working with children, families and carers within the CYP Directorate. Simon also had 3 months experience working in the Ulster Hospital as a Hospital Social Worker with Adults. Prior to taking up his Acting band 7 post in November 2021 as the Registered Manager in Bluebell House Simon worked in the Children with Disabilities team as an Autism Social Worker for 3.5 years.

Simon has post qualifying experience working with adults, children/young people with Intellectual Disabilities/Autism/ complex needs and their families/carers.

Simon was appointed on 15th November 2021 as Acting Registered Manager for Bluebell House (6 months initially)

Simon has also completed a range of training throughout his professional Social Work career relevant to children/young people & families. Simon has also completed Professional in Practice – Managing Risks & Decision Making as part of the Initial Professional Development programme. Simon has completed specific training in regards residential care such as TCI & Safety Intervention.

5. ***The number, relevant qualifications and experience of persons working at the children's home, and if the workers are all of one sex, a description of the means whereby the home will promote appropriate roles models of both sexes.***

Name	Role	Qualifications	Length of Experience
Fergal White	Band 8a Residential Services Manager 37.5 hours	Llb Hons Law Degree Masters Degree in Social Work including Diploma in Social Work	Fergal has worked as a Social Worker and Team Leader in Children with Disabilities Services following his graduation in 2005. He is a qualified Practice Teacher also. He was appointed to this post in February 2013
Simon McCaughran	Band 7 Registered Manager 37.5 hours	Bsc Hons Social Work	7 years fieldwork social work experience working with children, families and carers and 3 years trainee social work experience in children disability fieldwork setting. Experience working with children/young people with Intellectual Disabilities and complex needs and their families/carers. Appointed as Acting Register Manager for Bluebell House (6 months) in Nov 2021.

Donna Grant	<p>Band 7</p> <p>Deputy Manager</p> <p>Intellectual Disability Nurse</p> <p>37.5 hours</p>	<p>Registered Intellectual Disability Nurse</p> <p>Specialist Intellectual Disability Nurse Practitioner</p> <p>Non-Medical Prescriber</p>	<p>Appointed as Intellectual Disability Staff Nurse to Carrickore in June 2011. 20 years nursing experience, 10 years working with Adults with Intellectual Disability in a hospital setting (working with Adults with Dual Diagnosis, Adults who present with behaviours of concerns and working with Adults with multiple and complex nursing needs). 10 years' experience working with Children and Young People with Intellectual Disability in a Residential Setting.</p> <p>Appointed Deputy Manager in Carrickore February 2012. 1 year and 3 months experience as Acting Registered Manger in Carrickore whilst Registered Manager was on maternity Leave.</p> <p>9 years' experience in Management/Lead Nurse role within Residential Services for Children with Intellectual Disability.</p>
Cherith McHugh	<p>Band 6 Senior Staff Nurse</p> <p>Intellectual Disability Nurse</p> <p>25 hours</p>	Registered Intellectual Disability Nurse	<p>Appointed to Carrickore in 2012 as a Band 5 ID nurse. Moved post to a Band 6 Practitioner in SHSCT ID CAMHS Service for 12 months and returned to Carrickore as a Band 6 Senior Staff Nurse in November 2017.</p>
Martina Annett	<p>Band 6 Senior Staff Nurse</p> <p>Intellectual Disability Nurse</p> <p>25 hrs</p>	Registered Intellectual Disability nurse	<p>Appointed to Carrickore as a Band 5 Staff Nurse in March 2017. Previous nursing experience in day care, residential and hospital setting with adults with Intellectual Disability. Appointed to Band 6 Senior</p>

			Staff Nurse role in January 2020.
Sophie Taylor	Band 6 Senior Staff Nurse Intellectual Disability Nurse 37.5 hrs	Registered Intellectual Disability Nurse	Appointed to Carrickore on qualifying in January 2017. Previous range of experience in private sector and personal experience with Intellectual Disability. Commenced Acting Band 6 role in June 2018 (maternity cover), remained in Band 6 acting post until appointed to a permanent Band 6 Senior Staff Nurse role in July 2019.
Laura Kanis-Dickson	Band 5 – Intellectual Disability Nurse 37.5 hours	Registered Intellectual Disability Nurse	Laura has worked in Oaklands (Residential Short Breaks facility for children with ID) since she qualified in 2010. She is currently working full time in Carrickore on a temporary basis (redeployed Feb 20 to present).
Claire Gallagher	Band 5 Intellectual Disability nurse 37.5 hrs	Registered Intellectual Disability Nurse	Appointed to Bluebell House as a Band 5 Intellectual Disability nurse in November 2019. Previous 6 years' nursing experience in day care and residential settings supporting with adults with physical and Intellectual disability.
Lisa Harvey	Band 5 Children's Nurse 37.5 hrs	Registered Children's Nurse	Appointed to Carrickore as a Band 5 Children's nurse in May 2012. Previous experience working in a short breaks unit for children with Intellectual Disability as well as paediatric experience working in the acute sector.
Lynn Stewart	Band 5 Intellectual Disability Nurse	Registered Intellectual Disability Nurse	Appointed to Carrickore as a Band 5 Intellectual Disability nurse in April 2017. Previous 8 years nursing experience in

	37.5 hrs		hospital and community settings with adults with Intellectual Disability.
Judith Keenan	Band 5 Children's Nurse 37.5 hrs	Registered Children's Nurse	Appointed to Carrickore as a Band 5 Children's nurse in September 2019. Previous experience working in paediatrics in the acute sector (8 ½ years) as well as in Health Visiting (4 ½ years).
Nicole McElmeel	Band 5 Intellectual Disability Nurse 37.5 hrs	Registered Intellectual Disability Nurse	Appointed to Carrickore on qualifying in September 2020. Previous student placement experience working in various settings including ATU, community and hospital settings.
Judith Baird	Band 5	Registered Intellectual Disability Nurse	Registered Nurse since Sept 2020. Judith worked previously as domiciliary care worker and as a care assistant in a care home before commencing her Nursing degree.
Denise Berry	Band 4 Residential Support Worker 37.5 hours	Diploma in Childcare and Education	Appointed to Carrickore in September 2012. Previous experience working as a classroom assistant with children and young people with special needs. Previous and ongoing banking experience in residential children's homes across the SHSCT.
Mandy Carlisle	Band 4 Residential Support Worker 37.5 hours	NVQ in Childcare and Education	10 + years' experience working with children with Intellectual Disability in residential setting. Previous experience in children's day care setting.
Therese McKernan	Band 4 Residential Support Worker 24 hours	Nursing Qualification	20 + years' experience working with children with Intellectual Disability in residential setting. Previous experience in hospital

			setting with children/young people.
Patrick McAleavey	Band 4 Residential Support Worker 37.5 hours	NVQ Level 3 Childcare	20+ years' experience working with children/young people and adults with Intellectual Disability in a residential setting. Previous years' experience in a direct payment capacity with a number of young people with Intellectual Disability/behaviours which challenge and foster carer experience.
Sarah Kerrin	Band 4 Residential Support Worker 25 hours	NVQ Child Care and Education	8 years' experience working with children with Intellectual Disability in residential setting. Previous experience in school setting.
Christine Trainor	Band 4 Residential Support Worker 25 hours	NVQ Child Care and Education	10 years' experience working with children with Intellectual Disability in residential setting. Previous experience in school setting.
Daniel O'Hara	Band 4 Residential Support Worker 37.5 hours	NVQ Child Care and Education	Appointed to Carrickore in August 2017. Previous experience working with young people with mental health problems and addictions as well as working in residential and supported living facilities. Currently a student at the Open University undertaking the Children's Nursing programme.
Martina McMahan	Band 4 Residential Support Worker 37.5 hours	NVQ Child Care and Education	Appointed to Carrickore in July 2017. Previously 20+ years' experience in acute children's setting. Personal experience with Intellectual Disability and a range of voluntary roles within children/young people with

			Intellectual Disability services.
Christopher McEvoy	Band 4 Residential Support Worker 37.5 hours	NVQ Child Care and Education	Appointed to Carrickore in February 2017. Previous experience working with young people/adults with mental health problems and Intellectual Disability in acute settings.
Jenny Houston	Band 4 Residential Support Worker 37.5 hours	QcF Level 2, 3 and 5 in Leadership and Management in Children's Care and Development	Appointed to Carrickore in July 2017. Previous experience working with pre-school children in various roles (1:1 support and deputy leader), working as a classroom assistant with children and young people with special needs and experience supporting adults with dementia.
Allister Heslip	Band 4 Residential Support Worker 37.5 hours	NVQ Level 3 HSC	Appointed to Carrickore in November 2019. Previous experience (2.5years) working with young people/adults with mental health problems in community/residential settings. 3 years experiences working with adults with Intellectual Disability in day care settings with the SHSCT
Luke Cullen	Band 4 Residential Support Worker 37.5 hours	BTec Diploma Health & Social Care (NVQ Level 3 / 4 equivalent)	Appointed to Carrickore in January 2020. Previous experience (12 years) working in community and hospital settings with adults with Intellectual Disability.
Sinead Fegan	Band 4 Residential Support Worker 25 hours	Advanced Diploma in Child Care and Education CACHE Level 3 Working with Children	Appointed to Carrickore in January 2020. Previous experience working in community setting (working with families and children 0-4 years and within a development programme for 2 year olds) and within a residential setting (working

		and Young People with Special Needs City and Guilds Level 5 Diploma in Leadership for Children's Care, Learning and Development	with children form 0-13 years).
John Havern	Band 4 Residential Support Worker 37.5 hours	NVQ Level 3 Health & Social Care	Appointed to Carrickore in August 2020. Previous experience (30 years) working in various care settings with adults with Intellectual Disability, individuals with mental health problems as well as care of the elderly. Previous management experience in residential unit.
Maeve McCormack	Band 4 - Residential Support Worker 37.5 hours	Degree in Early Childhood studies	6 years' experience working with children with Intellectual Disability in a residential setting.
Angela McEvoy	Band 4 – Residential Support worker 37.5 hours	NVQ Level 3 Childcare and Education	Experience: 23 years managing preschool. Working in Carrickore since August 2017.
Colleen Caraher	Band 4 Residential Support Worker 37.5 hours	Degree Psychology	Commenced in Carrickore November 2017. Previous 6 years' experience in adults MH&LD, residential & supported living settings.

Michelle O'Hare	Band 4 - Residential Support Worker 37.5 hours	NVQ Child Care & Education	Commenced in Carrickore in July 2017. Previous 10+ years in acute children's setting. Play therapist role in hospital children's setting.
Eileen McNally	Band 4 - Residential Support Worker 37.5 hours	NVQ level 3 Health and Social Care K101 – Adult Access Course	Eileen has experience working as Dom care worker for 2 years, Nursing home experience for 5 years, through an agency role Eileen has experience working across a range of settings over a 3 year period – supported living, nursing homes and residential working with adults and children with Intellectual Disabilities. Eileen worked in SHSCT Adult Intellectual Disability supported living facility for 3 years, before commencing in Carrickore Dec 2019.
Janet Montgomery	Band 4 - Residential Support Worker 37.5 hours	AVCE Health and Social Care, A Level Sociology	Previous experience student placement in Oaklands for 1 year. 6 months student nursing experience. 18 months experience in Residential facility working with older people with nursing needs. 6 years voluntary experience working with young people.
Colin Williamson	Band 4 - Residential Support Worker 37.5 hours	NVQ level 3 Health and Social Care	10 years volunteer experience with Special Olympics, 2 years' experience working in Dorsey Ward (Intellectual Disability setting for Adults). Social Education setting for 6 months, 4 months mainstream residential experience. 8 years experience working with Adults with Intellectual Disabilities in supported living and work placement

			setting. Experience of acting up as Team Leader in this setting. In post in Carrickore since Feb 2020.
Patrick Campbell	Band 4 - Residential Support Worker 37.5 hours	NVQ Level 3 Health and Social Care	7 years' experience working with challenging behaviour, Intellectual Disability and supported living. Patrick also has experience volunteering with a homeless organisation. Commenced post in Carrickore 02.11.20.
Bernadette Smyth	Band 4 - Residential Support Worker 25 hours	Hon Degree in Health and Social care NVQ Child Care & Education	Previous experience working in hospital, community and residential settings for adults and children with Intellectual Disabilities. Has been employed in Carrickore previously for 2 years prior to taking up post in Oaklands in August 2018 to present. Bernie is currently based in Carrickore (redeployed on a temporary basis since Feb 20).
Mary Teresa Mackle	Band 4 Residential Support Worker 18 hours	NVQ level 3 Health and Social Care	Teresa has worked in Oaklands since it opened in 1993. Prior to working in Oaklands, she worked in Longstone and Tower Hill Hospitals from 1977. Teresa has always worked in the field of Intellectual Disability and has a wealth of experience and knowledge. (Teresa has been redeployed to Carrickore since Feb 20)

Caroline Chambers	Band 3 Facility Administrator 18.75 hours	HND in Business & Finance	5 years experience working in administration in Social Work Teams and nearly 6 years experience working as facility administrator within a residential setting for children with Intellectual Disability and a mainstream children's home.
Geraldine Cunningham	Band 2 – Cook 25 hours	NVQ Hospitality & Catering	19 years catering experience within residential setting for children with Intellectual Disability.
Siby Jacob	Band 2 - Facility Support Worker 37.5 hours		Appointed January 2013. Previous experience working in Trust Day Care Facility
Mae Malone	Band 1 - Facility Support Worker 20 hours		10 years+ experience working within a residential setting for children with Intellectual Disability.
Ann McClelland	Band 5 Intellectual Disability Nurse (BANK- 25-37.5 hrs per week)	Registered Intellectual Disability Nurse	Appointed in June 2014 to Carrickore as a Band 5 Staff Nurse. 39 years nursing experience working with adults with learning disabilities and challenging behaviours. Retired in January 2018 and continued to bank regularly to present.

Jim Slevin	Band 5 Intellectual Disability Nurse (BANK- 18.75 hrs per week)	Registered Intellectual Disability Nurse	Appointed in March 2013 to Carrickore as a Band 5 Staff nurse. Previous experience in hospital, community and respite/short breaks settings with adults with a Intellectual Disability. Retired in November 2016. Continued to bank on a regular basis since Nov 2016 to present.
Adrian Watkins	Band 4 - Residential Support Worker BANK (25 hours per week)	Degree in Psychology and Masters in Applied Psychology	Appointed to Carrickore in May 2108 in an agency support worker capacity before undertaking regular bank work via the Trust. Previous experience (5 years) working in various settings with children and adults with autism and Intellectual Disability. Currently a student at Queens University studying Social Work.
Philip O'Neill	Band 4 - Residential Support Worker BANK (25 - 37.5 hours per week)	NVQ Child Care and Education	Appointed to Carrickore in March 2018. Previous 10+ years' experience with adults with mental health problems and Intellectual Disability in residential/acute and day care settings.
Catherine McLaughlin	Band 4 – Residential Support worker r Bank	Registered Adult Nurse	15 years' experience working with children with Intellectual Disability in residential setting. Currently working within community and hospital settings.
Mary O'Hanlon	Band 4 Bank Support Worker	NVQ LEVEL 2 NVQ Level 3 HND IN Social Care Practice	Mary has worked in a day care facility supporting Adults with Learning Disabilities for 9 years. Prior to this Mary was a Co-Coordinator for ten years with Home Care Services setting up Home Care Packages for Young People

			with Intellectual Disability . Mary has been Banking in Carrickore since Jan 2019.
Una Hobson	Band 4 Bank Support Worker	Degree in Social Work 2020 Bsc Early childhood nrhstudies	Una has been working as support staff since April 2020 and as Bank from June 2020. Una has worked as a classroom room assistant and provided SEN support to children with additional needs. Had Placement learning Opportunities in Gateway and Early Years which involved working with young people and young people with Intellectual Disability. Had a PLO in Adult Intellectual Disability day-care. Una works in Bluestone and often works with children, young people and families in this capacity.
Jessica Loughran	Band 4 Bank Support Worker	Early Childhood Studies 2013 & Social Work 2018.	Jessica has experience as Social Work student with Barnardos (DCYPPP) Disabled Children and Young People's Participation Project and further childcare placement and post qualifying experience within a FIT team. Jessica has worked in bank post within SHSCT LAC team Sept 2018 – Feb 2019 when she worked in Barnardos Willowgrove residential, working with young people with LD. Jessica works currently in CWDT fieldwork team since Sept 2019.

Aine Gartland	Band 3 Bank Health Care Assistant	Currently Student Mental Health Nurse. LEVEL 5 Institute of Leadership & Management	Aine was previously a student nurse on placement in Carrickore in January 2019. She has worked in a Banking capacity since March 2019 to present. Aine has previous experience as a Domiciliary Care Worker and Night care Assistant working with vulnerable people working in both nursing homes and home settings.
Carole Bell	Intellectual Disability nurse- Agency Block Booking with Ann's Home care (From August 2019) 37.5 hrs	Registered Intellectual Disability Nurse	Registered LD nurse for 10 years. Has worked across a range of LD facilities and dementia care. 6 years management experience also. Registered with Ann's Home Care since December 2017.
Jill Nicholl	Mental Health Nurse Agency Block Booking with Ann's Home Care since Sept 2020 25 hours		Jill has extensive experience in assessing, planning and implementing patient care in settings with Intellectual Disability, mental health and challenging behaviours. In her previous roles as house managers she worked with commissioning trusts and multi-disciplinary teams regarding patient reviews, safeguarding issues and Deprivation of Liberty safeguards, admissions and pre-assessments. Jill has also delivered training for positive behaviour support strategies for crisis intervention and prevention.

Claire Connolly	Residential Support Worker Agency Block Booking with Ann's Home care since Feb 2020. 37. hours	Level 4 and Level 5 Diploma Counselling Psychology Degree 2011	5 years working with Adults with Intellectual Disability in supported living and community settings. Almost one year experience working with young people with disability.
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The SHSCT has a number of core bank staff who are either nursing or social work qualified. The Trust also has a number of core bank support worker staff, who have a range of experience working in childcare and/or disability services.

Oakland's (SHSCT Short Breaks facility) staff also bank in Bluebell House on occasion and support staff rota's for example in the case of transition of a young person from Oakland's to Bluebell House.

At present the SHSCT employs 9 male permanent staff members and 1 who banks regularly (Band 5 Staff Nurse). Bluebell House currently has approx 5 male residential support workers who also bank on a regular basis in Bluebell House .

The staffing complement on shift in Bluebell House will be consistent with the needs of the individual young people, as identified through their therapeutic plan, risk assessment and the Looked After Children Placement Plan.

Role of Shift Coordinator

The 'shift coordinator' is the staff nurse on duty, who is responsible for overall governance within Bluebell House out of normal office hours (5pm – 9am Weekdays, 5pm Friday – 9am Monday & Bank/Public Holidays).

All staff have attended mandatory in-service training and additional specific training bespoke to the individual young people, such as Safety Intervention Level 4 Advanced & Emergency, Positive Behaviour Support, Restrictive Practice/Intervention, MCA, communication/social integration/trauma informed approach. There are training profiles for each Band of staff in accordance with their role & professional qualification.

6. ***The arrangements for the supervision, training and development of employees.***

Staff supervision takes place on a monthly basis for all full-time staff.

The Residential Services Manager will assume responsibility for the supervision of the registered Manager & Deputy Manager. The Registered Manager supervises the Social Work staff & a number of Residential Support Workers. The Band 6 Senior Staff Nurses take responsibility for 2-3 residential Support Workers each- i.e. 1 full time & 2 pro rata.

The Deputy Manager (nurse) also receives professional supervision twice per year from the Senior Learning Disability Nurse within the CYP Directorate.

The Deputy Manager (nurse) has responsibility for the supervision of the Band 6 & Band 5 Staff Nurses. In addition the Deputy Manager provides nursing group professional supervision twice yearly. Safeguarding supervision is also attended bi-annually by the staff nurses.

Part-time staff receive planned supervision on a pro-rata basis.

Supervision focuses on professional practice management, staff development and training issues. Records of each supervision session are maintained. Staff receive training appropriate to assisting them to effectively meet the needs of the children.

All staff are required to undertake training relevant to their role and the needs of the service. There is a range of mandatory training required within residential services however in the development of the service within Bluebell House a range of further complimentary & bespoke training has been identified as part of the overall training needs of the core team & in the development of the service.

Examples of mandatory training:

- Safety Intervention Level 4 Advanced & Emergency
- Child protection and safeguarding vulnerable adults;
- Moving and Handling;
- Food Safety;
- Fire Safety and Deputy Nominated Officer
- Medication Management
- Infection Prevention Control
- Mental Capacity Act Module 1 & 2
- Restrictive Practice/intervention
- Data Protection/Governance Awareness

Further Training identified as part of the training plan for the development of the Service within Bluebell House;

- Sleep Scotland
- Positive Behaviour Support (Tiered Approach)
- Autism
- Sensory Processing
- Social Integration
- Attachment/Trauma informed approach
- Communication- bespoke to the specific children/young people
- Mental Capacity Act Level 3 & 4
- Continence
- Therapeutic Model of Care when identified.

There are training profiles for each Band of staff in accordance with their role & professional qualification.

Identification of staff training-needs is undertaken during supervision, and once identified, training will be arranged to assist staff in meeting the care needs of each individual child, or in contributing to the ongoing professional development of staff. Bluebell House recognises the need for a strong commitment to staff training and development in order to maintain a high quality service. Service training needs are also considered in the Annual ECG consideration for nursing staff.

An annual Knowledge and Skills Framework (KSF) Appraisal is undertaken annually with staff, and a Professional Development Plan, with aims and objectives for the forthcoming year, is completed for each

7. ***The organisational structure of the children's home.***

Bluebell House

Director of Children and Young People's Services

Assistant Director of Corporate Parenting

Head of Service (Social Work lead)

Residential Services Manager

Band 7 Registered Manager

Band 7 Nurse Manager

5.6 WTE Band 6 Senior Staff Nurses

12 WTE Band 5 Staff Nurses

24 WTE Residential Support Workers

0.5 Administrator

0.53 Housekeeper

0.53 Cook

8. ***The following particulars -***

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

Children / Young People aged 5 years up to the day before their 18th birthday, may be accommodated within Bluebell House

Both male and female children will be accommodated.

Bluebell House will provide 5 places for children/young people who require residential care.

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

The service has been specifically designed to accommodate the needs of children/ young people with an Intellectual Disability.

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

Bluebell House can accommodate up to 5 young people at one time, when it would be operating at full capacity. In the event of a significant change in a young person's needs and care plan, the Residential Services Manager and/or Registered Manager will liaise with the child's social worker about requesting a LAC Review. A Review will help clarify the child's needs, thus ensuring Bluebell House can continue to effectively meet the needs of the young person.

9. ***Any criteria used for admission to the home, including the home's policy and procedures for emergency admissions, if the home provides for emergency admissions.***

All young people admitted to Bluebell House will have been subject to a full UNOCINI assessment process which recommends the need for a residential placement.

The assessment will be completed by the social worker.

When a child/young person has been identified as requiring a residential placement the referral via UNOCINI & Pathway Assessment should be forwarded to the residential services Manager.

Residential Services Manager will then co-ordinate a multi-disciplinary meeting/Forum to discuss the referral & agree outcomes with the multi-disciplinary team wrapped around the child/young person.

At this stage if the placement is agreed the family will be given information booklet about Bluebell House & the Manager will arrange for the parents/carers to visit Bluebell House & work in partnership to contribute to placement planning for the young person.

The Multi-disciplinary meeting should also discuss the preparations required specific to the child/young person. A social story (if appropriate) will be developed by the identified residential keyworker & this will be developed in collaboration with the SLT to support, prepare & assist the young person with transition. A range of actions to support the young person with the transition should be identified by the MDT i.e. visits, tea visit, activity visit, meeting staff etc & robust planning in regards the same should be actioned & co-ordinated between the relevant manager in Bluebell House & the child/young person's Social Worker.

Each young person admitted to Bluebell House will then be subject to a comprehensive assessment completed by Bluebell house staff and the social worker. This will include the residential care plan & risk assessment.

A Pre-admission Meeting will then be held prior to the first overnight in Bluebell House. This meeting will ensure all appropriate planning has been actioned & all documentation completed to ensure safe & effective care of the child/young person.

Prior to admission the following documentation must be supplied to Bluebell House, signed by all parties:

1. **A UNOCINI Referral** – completed by Field Social Worker
2. **A Risk Assessment** – completed by Field Social Worker.
3. **Looked After Children Care Plan** – completed by Field Social Worker. LAC 0 on PARIS
4. **Looked After Children Essential Information: Part One** – completed by Field Social Worker. LAC 0 on PARIS
5. **Looked After Essential Information: Part Two** – completed by Field Social Worker. LAC 0 on PARIS
6. **Looked After Placement Plan Part One:** Placement agreement – completed and signed by Carers, the Field Social Worker, Young Person and Parents where appropriate. LAC 0 on PARIS
7. **Placement Plan: Part Two:** Day to Day Arrangements by the Field Social Worker and the identified Key Worker. LAC 0 on PARIS

8. Fire Risk Assessment- completed by Residential Keyworker
9. Moving & Handling Risk Assessment- completed by Residential Keyworker
10. Medication Administration record (MAR)- overseen by Deputy/Nurse Manager & Social Worker

The young person's placement is subject to a statutory LAC review three months after the first overnight and subsequently every six months. The review is a formal meeting involving the Multi-Disciplinary Team wrapped around the child/young person.

A core & fundamental principle in the admission of young people to residential care is that of robust planning & it is essential for children/young people with Intellectual Disability that they are appropriately prepared to ensure any anxiety/distress around transition is kept to a minimum.

It is recognised that due to safeguarding issues there can be occasions whereby an emergency/unplanned admission may be required to safeguard child/young person with a disability & prevent risk of harm. Any request for such a placement should be discussed with the Head of Service & Assistant Director & approval given to proceed. RQIA should also be informed of any emergency admission

The young person will need the same documentation as other young people being admitted to the service.

The Fieldwork Social Work Team will liaise with the Residential Services Manager/Deputy Manager (Bluebell House) who in turn will liaise with the Head of Service & Assistant Director for approval to proceed with an emergency placement into the 6th bed in Bluebell House

10. ***If the children's home provides or is intended to provide accommodation for more than eight children, a description of the positive outcomes intended for children in a home of such a size, and of the home's strategy***

The maximum capacity of Bluebell House is 5.

11. ***A description of the children's home's underlying ethos and philosophy, and where there is based on any theoretical model, a description of that model.***

Bluebell House subscribes to the philosophy and principles of the Children (NI) Order 1995. The welfare of the young person is the paramount consideration.

We also promote and adhere to the rights enshrined within The United Nations Convention on the Rights of the Child and the Human Rights Act 1998. We believe that young people and their families should be treated with respect and dignity and should have an active choice in decisions about their lives.

Bluebell House's involvement with children, young people and their family is underpinned by a range of values:

We will:

- Treat people fairly and with respect
- Be open and honest and act with integrity
- Put young people, clients and carers and community at the heart of everything we do
- Value staff and support their development to improve our care
- Embrace change for the better
- Listen and learn

Bluebell House's Vision:

Bluebell House's Vision encompasses the vision of the SHSCT.

'It is the vision of the SHSCT to deliver safe, high quality health and social care services, respecting the dignity and individuality of all who use them.'

Bluebell House's Mission Statement:

Bluebell House aims to consistently deliver the highest standards of quality of care to each young person accommodated. This is achieved through the provision of care which is sensitive to individual needs.

Bluebell House follows the U.N. Committee Recommendations on the Rights of the Child (2006), and we strive to ensure all children and young people who use the service are afforded these fundamental rights. When young people come to Bluebell House they have the following fundamental rights:

Being Valued as an Individual means:

- Being consistently and safely cared for
- Being included in conversation and referred to by their own name and never being talked about as if they are not there
- Being given enough time to do things for themselves and to participate
- Being helped to understand and to be understood.

Being Treated with Dignity and Respect means:

- Being treated as a person, not as a disability

- Having the young person respected at all times and in all places
- Having all information about the young person treated carefully and confidentially. Never discussing the young person in the presence of another child
- Being involved in decisions that affect the young person, or, where this is not possible, by someone who is close to them, knows them well and can represent their wishes and feelings

Being Cared for as a Child First means:

- Being given the opportunity to play
- Being told (via appropriate communication method) what is happening before it happens and given explanations i.e. social story.
- Having parents / carers fully involved in any planning for the young person and acknowledged as ultimately responsible for them
- Having access to communication equipment that is needed and being listened to and heard even if it takes a long time and if the young person is not easy to understand i.e. PIXON board, PECS, Choice Boards
- Having the same rights and choices and, as far as possible, the same kind of life as other young people

Being Safe means:

- Not being exposed to unnecessary risks
- Being protected from abuse (see SNBI Regional Child Protection P&P Nov 2017)
- Using the least restrictive option to keep the young person and others safe
- Being part of a service that is integrated across professional disciplines and services
- Being part of a service which has adequate procedures and guidelines, including a complaints procedure
- Knowing that all of the important adults in the young person's life are aware of these basic rights and being clear about what can be done if these rights are infringed or not respected.

12. ***The arrangements made to protect and promote the health of the children accommodated at the home.***

Bluebell House offers residential placements to young people, and is responsible for the safety and welfare of the young person during his/her stay. The staff within the Unit strive to work in partnership with parents to promote and ensure the health and wellbeing of all children accommodated there.

In the majority of circumstances, parents/carers will assume responsibility/shared responsibility in relation to the protection and promotion of their child's health. Bluebell House's responsibilities include:

- Monitoring each young person's health and development during their stay and giving clear reports to parents or other professionals when necessary
- Taking appropriate action should a young person become unwell or ill, this may include first aid procedures or referral to a doctor/dentist or hospital and keeping parents/carers informed at all times;
- Ensuring that all members of staff are fully informed of specific medical and health conditions of any particular young person and have received appropriate training provided to ensure their needs are met, e.g. First Aid Training, Moving and Handling Training, Epilepsy Awareness Training including administration of rescue medication.

Staff will receive medication management training. The health needs of each child will be reviewed through the L.A.C. Review process.

It is important that the child's medical history is shared at the time of placement. In particular, information in relation to any conditions, illnesses, ongoing treatments or allergies is required. This information will be recorded in the Essential Information Record Part 1.

Each young person is required to undertake a medical before or immediately after placement, preferably by their G.P; unless the young person has been medically assessed within the previous 3 months, or is able to understand and refuses to consent to the examination. In such circumstances consideration will be given as to how best the health needs of the young person will be assessed, monitored and addressed.

Throughout the placement young people are encouraged to maintain attendance with their own G.P. ID CAMHS, Dentist and optician; this is supported and facilitated by staff. Staff will ensure young people have adequate preparation through social story for any appointments, clinics, procedures etc, with input from other professionals such as SLT.

First Aid boxes are held in Bluebell House and are regularly replenished as necessary.

Health and Safety

It is the policy within Bluebell House to maintain a healthy and safe environment for the young people. Therefore, we endeavour to protect all young people from illness and infections, which are easily transferred from one to another. In consideration of the young people, the staff at the Unit wish to provide an environment which is safe but does not restrict their development in any way.

Safety and Protection of the Child

The safety and protection of the child at the Unit is of paramount importance to all staff. While staff are conscious of the child's safety, they are also aware of the

need to encourage the child's independence and help them realise their full potential. The Unit operates within the SBNI Regional Child protection Policies & Procedures, Nov 2017 & Co-Operating to Safeguard Children & Young People (August 2017) in relation to Intimate Care and Protection of Children.

Medication

Within the Unit staff adhere to the SHSCT Medicines Management Procedures for Residential Units for Children and Young People with a Learning Disability (2020). These are to be applied when administering medication in conjunction with the SHSCT Medicines Management Code (2016) and the Carrickore In House Procedure for Administration of Medication (2016).

The staff in the Unit realise the importance of the young people receiving their medication at regular intervals as directed by the young person's GP. The administration of medication requires thought and the exercise of professional judgement. Staff strive to provide a balance between safe and effective care and adhering to professional standards, whilst trying to provide as home-like an environment as possible.

The Shift Co-Ordinator (Registered Nurse) has overall responsibility for administering medication within the Unit. Other staff who are required to administer medication as part of their role attend Medication Management training followed by refresher training. This training is provided by the SHSCT Medicines Management Specialist Nurse.

A competency assessment for all staff who administer medication in Bluebell House will be carried out annually or earlier if deemed necessary by the Deputy Manager or delegated staff nurse.

Controlled drugs are maintained separately in a 'Controlled Drugs' cabinet and their administration is undertaken in line with Trust Medication Procedures.

All medication records are audited on a monthly basis by the Deputy Manager.

Diet

Young people are engaged in planning the weekly menu and all preferences are taken into account. This ensures a balanced, nutritious and imaginative diet. The young people in Bluebell House will be encouraged to develop skills in choosing meals/drinks/snacks etc. for themselves; this could be through the use of communication methods such as choice boards/PECS/PIXON boards & where appropriate assisting to prepare the same. Skill development in social integration with eating/drinking can be the focus of particular young people's goals as identified in their therapeutic plan.

Health Education, Promotion & Awareness

There is an emphasis in Bluebell House on educating and raising young people's awareness in relation to maintaining good physical and mental health. Individual work required will be reflected within the young person's Care Plan and undertaken by staff.

Moving and Handling

Within Bluebell House, the safety of the young people and staff is of paramount importance. There are specially devised guidelines to ensure the safe moving and handling of children who have mobility difficulties. The information provided needs to ensure no undue risk is taken by staff when moving and handling a young person.

A risk assessment is carried out with each young person on admission in relation to moving and handling, this is completed by a staff nurse. The Unit is committed to ensuring that staff receive regular up-to-date training on moving and handling to ensure overall safety.

Bluebell House operates within the guidelines of the Northern Ireland Health & Safety Order 1995 to ensure a safe environment is maintained at all times.

13. *The arrangements for the promotion of the education of the children accommodated there, including the facilities for private study.*

Children who have an Intellectual Disability and who are looked after have the same rights as all children to education and to other opportunities for development.

Residential staff work closely with parents, social workers and teachers to ensure links are developed and the child's needs are met.

While a child is accommodated in Bluebell house, their normal educational arrangements will continue. Only in exceptional circumstances will this change, for example, if a child becomes unwell and with the prior consent of the parent/carer.

Each young person accommodated in Bluebell House has a Statement of Educational Need.

For young people in Bluebell House, a Personal Education Plans (PEP's) will be drawn up by the keyworker in conjunction with the young person and the school following placement. These plans are subsequently reviewed each term. These plans address academic, social and support issues.

If the child becomes ill, staff will be contacted by the school & arrangements made for the young person to return to Bluebell House.

Arrangements for transport to and from school are made by the SHSCT in conjunction with the Southern Area Education Authority or private providers. Efforts are made to ensure that the child's usual transport conveys him/her to and from school. Bluebell house staff can transport children to school &/or on occasion provide the escort with a transport provider. Child specific transport arrangements will be discussed & agreed at the LAC review & outlined in the child's care plan.

Homework Arrangements

Staff realise the importance of homework, assisting and encouraging children to complete homework to the best of their ability.

Staff within each Unit will also ensure the provision of activities which will provide opportunities for intellectual development, whilst ensuring the child's level of understanding and stage of development is considered. A significant aspect of homework's for young people attending special schools relates to carrying out of tasks set by AHPs re. Motor skills etc. rather than academic homework, and Bluebell House will consider this as part of the young person's care plan.

Young people also have access to a computer or device such as an Ipad, if require

14. *The arrangements to promote children's participation in recreational, sporting and cultural activities.*

When a young person is placed in Bluebell House they are encouraged to maintain previous appropriate links within their community such as attendance at sporting/youth clubs. Staff will actively work to help young people make links within the locality.

Should a young person not be involved in any activities or groups/clubs prior to placement, staff will be pro-active in organising and making arrangements for them to become involved in an activity of interest to them. Proactive strategies are linked to the young people's therapeutic planning process & developing social opportunities in a planned way can be one of the identified goals.

In Bluebell House, staff will encourage young people to exercise choice in terms of activities on a day to day basis.

The young people are provided with outlets for school interaction both within the Unit and in the wider community. Our minibus provides us with the transport to enable a number of planned and varied outings as a regular feature of the service on offer.

Engagement with swimming/trampolining activities for example are all subject to bespoke risk assessment pertaining to the specific child & every effort is made

to ensure the young person can avail of such activities & maximise their social opportunities whilst developing skills in this area also..

Young people can continue to participate in community activity groups such as Gateway Club whilst accommodated if this is part of their Care Plan.

Experiences will be enhanced by the use of the multi-sensory room and soft play room in both Units. Each Unit also has an extensive range of toys, arts and crafts, games and computer equipment to ensure suitability in meeting the individual needs of the young person.

15. ***The arrangements made for consultation with the children accommodated about their future care and the operation of the children's home.***

The Children (NI) Order 1995, states that in so far as is reasonably practicable, the Trust shall ascertain the wishes and feelings of the young person and the young person's views should be discussed, recorded and given due consideration.

- Processes are currently built into field social worker procedures regarding Looked After Children, to both consult with and involve young people in discussions regarding future care. The Transition Social Worker and Social Worker from the Adult Team are invited to L.A.C. Reviews to aid future planning.
- Each young person is encouraged to attend their Looked After Child Review meeting and efforts are made to ensure these meetings are child friendly. Young people are encouraged to complete a written/pictorial contribution for their review meeting.
- Each young person has a Social Worker who is required to visit the young person at least once in every four weeks in Bluebell house

Staff within Bluebell House make every effort to ascertain the wishes of the young person regarding their future care by either reading behaviours, using communication aids or verbally. This is an area which Bluebell House would like to develop in the future to ascertain feedback from the children/young people as to their care.

The multi-disciplinary team within Bluebell House recognise that outcome measures including Quality of Living measures need to be child specific and are unique to each young person. Measures cover Quality of Life as well as symptom/problem reduction & skill development, The overarching goal for the majority of children/young people accommodated in Bluebell House is to remain calm & regulated & the scoring of therapeutic goals also indicate the child/young person's progress in their placement.

- Advice and guidance from the Social Worker, parents / carers and other significant people are also sought.
- The Unit has on-going Transitional Booklets which are a compilation of individual work, special outings, and photographs of the Unit and of other children/staff they have met during their placements. The booklets are intended as a keepsake for the young people when they leave the Unit, and the work in compiling the booklet is completed with the assistance of the young person and their Key Worker in the Unit.
- The views of the young people and parents are of paramount importance in this process, and staff actively encourage and involve young people and families in relevant decisions in relation to the service. Methods used to date have included a questionnaire to parents, discussion with parents/carers and feedback at reviews and social activities including Coffee Mornings and Fun Days.
- A senior officer of the Trust will speak to young people to seek their views on the care being provided during his/her monthly monitoring visit to the facility and details this in the written report.
- The Non-Executive Director for the facility speaks to the young people during his/her quarterly visits to seek their views about the care being received and details this in her written report.

16. ***The arrangements made for the control, restraint and discipline of children.***

While young people are accommodated within Bluebell House, it is the responsibility of those caring for the children to ensure their well-being is safeguarded and promoted and that they do not place themselves or others at risk.

In caring for young people who present with a range of needs and varying levels of understanding, control and discipline is promoted through the high standard of care given, respect conveyed to the child, and a positive balanced relationship between the child and staff.

Training is an integral part of the service provided to staff within Bluebell House to equip all staff with the skills and knowledge to provide the best possible care to each child.

All staff are trained in and employ Safety Intervention as the means of managing violence & aggression. All staff in Bluebell House are trained to Level 4 in Advanced & Emergency care. The initial training is x5 days provided by the SHSCT MOVA team. An annual x2 day refresher is required. A proactive & preventative approach is the fundamental basis in working therapeutically with

the children/young people in Bluebell House & forms the basis of any Positive Behaviour Support plan. However it has to be recognised that when crisis occurs behaviours which challenge can potentially cause harm to self, other young people & staff within the environment. All staff follow the SHSCT Guidelines when considering & reviewing the use of Restrictive Interventions & Restrictive Practices (March 2018). Where a physical intervention is identified (low, medium or high) as appropriate within a reactive management plan for a specific child/young person, this is brought to the multi-disciplinary team & a meeting is convened to discuss & explore potential least restrictive options & if deemed appropriate agree the intervention as a restrictive Practice. The restrictive Practice will then be subject to monitoring & review by the therapeutic team at fortnightly planning meetings. Recording documentation for restrictive interventions/restrictive practices is in place within the governance structure within Bluebell House. Data in regards use of same is collated & shared for monitoring & review purposes with the aim always to reduce the use of any restrictive practice and focus on skill development.

Staff within Bluebell House recognise the measures which are prohibited under the Children's Home Regulations (NI) 2005, Regulation 16.

Measures which are not acceptable within Bluebell House

1. Corporal punishment
2. Refusal of food and drink
3. Restrictions on contact with family or friends
4. Requiring a young person to wear inappropriate clothing
5. Withholding medication or medical treatment
6. Locking a young person in a bedroom
7. Deprivation of sleep
8. Withholding access to any help line providing counselling
9. Any intimate physical examination of a child
10. With holding of any aids or equipment needed by a disabled young person.

The policy of Bluebell House is that **NO** form of corporal punishment is tolerated

Permissible sanctions to discourage unacceptable behaviour

Some form of sanction will be deemed necessary where behaviour would be unacceptable in a family environment. The following measures have been agreed upon as 'permissible sanctions'.

If Appropriate:

- Remove the child from the situation. Staff member should stay with the child at all times. The time should be used to discuss the child's behaviour if receptive, explaining why it is unacceptable. Positive reinforcement should be used.
- Withdrawing/withholding rewards or the curtailment of leisure activities until some form of compliance is visible. Explanations would be given and the child's opinion would be sought. Alternative activity would be offered.

Staff should familiarise themselves with the acceptable measures and exercise discretion in administering them. Frequent expression of approval is encouraged.

Staff need to ensure that all practices being used are:

- necessary and proportionate
- in keeping with a least restrictive/ most effective intervention approach and
- reviewed regularly with the appropriate safeguards in place for everyone.

Records are maintained of the use of the above measures.

Parents / carers will be advised of the sanctions imposed, reason for doing so and the outcome and effectiveness of the sanction.

All 6 bedrooms in Bluebell House have over-ride switches located in adjacent stores to turn off lights, sockets and water. Turning off any of the above will not be permitted to be used as a sanction however may be an identified restrictive intervention to ensure safety & minimise risk. It is anticipated that these over-ride switches will rarely be used. However, if the over-ride switches are to be used it must be as a result of a multi-disciplinary assessment as outlined above in the process built in around Restrictive Practices, reviews & safeguards.

17. ***The arrangements made for child protection and to counter bullying.***

It is the policy of Bluebell House to safeguard the welfare the young people being looked after by protecting them from physical, sexual, and emotional harm and neglect. To achieve this aim, staff work within the SBNI Child Protection Policies & Procedures (Nov 2017) & Co Operating to Safeguard Children & Young people (August 2017) and adhere to the following safe caring practices:

- Young people will be supervised at an appropriate level in accordance with assessed need.
- On admission all young people will be appointed a Key-worker.
- All children and families will be made aware of the complaints procedure.
- Visiting Social Workers will have the opportunity to see the young person alone.

- All young people will have their own bedrooms.
- Young people are encouraged not to let other young people into their bedrooms after bedtime.
- Staff training ensures that staff are aware of the signs, symptoms and behaviours associated with child abuse and of the procedures to follow where abuse is suspected.

The Residential Services Manager in Bluebell House has an overall responsibility to support the Registered Manager to ensure that staff are provided with the necessary training and guidance in relation to child protection/safeguarding, in addition staff have a personal responsibility for their own awareness of the procedures and for adhering to them. Staff are also responsible for participating in relevant training and seeking guidance when they are concerned about the welfare of a young person.

Where a concern arises about possible abuse of a young person, it is immediately reported to the Residential Services Manager/Registered/Deputy Manager who informs the appropriate Senior Social Worker and Head of Service.

Child Protection Procedures will be instigated in accordance with the SBNI Child Protection Policy & Procedures (Nov 2017).

Staff are also actively encouraged to report concerns about the behaviour of colleagues under the Southern Trust Whistle Blowing Policy and Procedure for Raising Issues of Concern at Work, April 2018.

Statement on Bullying

Bullying is a widely recognised problem in all areas of life including school, home and the wider community. In Bluebell House staff are aware of the potential for bullying within the group context and of the particular vulnerabilities of those with a physical or learning disability.

Staff need to be aware of how technology can provide new and different opportunities for children to bully or to be bullied – abusive e-mails, chat, instant messaging or texting with mobile phones.

Staff will respond to incidents of bullying by doing the following:

- Ensure that their methods of managing children's behaviour and sanctions do not contain any element of bullying
- Agree a strategy within the staff team in consultation with the child, their parents, social worker and other appropriate professionals in order to address any incidents of bullying within Bluebell House
- Ensure that they are aware of their responsibility to report any incident of bullying of or by the child in their care
- Ensure that the voice of the child or young person is central to any action taken to address incidents of bullying.
- Encourage children to learn self-protection strategies

When working with children who bully – Staff should:

- Ask the child about bullying in a sensitive and non-judgemental way. Utilise appropriate communication methods to ascertain
- Ensure that the child apologises to the child they have bullied (this has to be assessed in accordance with the child's ability & ability to communicate)
- Agree a strategy within the staff team in consultation with the child, their parents, social worker and other appropriate professionals in order to address the bullying
- Focus on positive aspects of the child's behaviour and give praise whenever possible.

18. *The procedure for dealing with any unauthorised absence of a child from the children's home.*

The importance of close supervision of each child and young person in our care is ensured at all times. Staff within the Unit are responsible for the welfare and safety of the children / young people accommodated.

Within Bluebell House, there are appropriate staff-to-child ratios. As a result, the level of child supervision is such that the safety and wellbeing of each child is ensured.

All the children who are accommodated at Bluebell House have a disability and therefore have a reduced awareness of danger - so it is vital that staff take immediate action if they ever notice a child is missing from the Unit.

In the event of a child going missing, Bluebell House has a Policy & Procedure in place which should be implemented. This in-house Policy & Procedure has been devised in conjunction with the Regional Guidance; Runaway & missing from Home & Care: Missing Children protocol- June 2015. Any child/young person where a specific risk of absconding is identified on admission the Deputy Manager will complete a Young person profile, Part a (Appendix B) & forward to the local Youth Diversion officer in the PSNI. The YDO should also be included within the Multi-disciplinary team.

19. *A description of any electronic or mechanical means of surveillance of children, which may be used in the children's home.*

Bluebell House has C.C.T.V for all external areas of the building. A number of cameras are situated throughout the building to monitor a number of external areas i.e. front entrance, staff entrance, delivery yard, rear garden, courtyard, car park. This device enables staff to determine the identity of visitors to the Unit prior to admittance.

A number of signs at the entrance points clearly indicate C.C.T.V. camera is operational. The need for and use of electronic or mechanical means of

surveillance inside the unit, such as epilepsy monitors, will be recorded and agreed within the child's LAC care-plan. Currently there is no surveillance equipment of this type in Bluebell house.

20. ***The fire precautions and associated emergency procedures in the children's home.***

Provision has been made in Bluebell House for an emergency generator to provide an electrical supply in the event of a power failure.

The Emergency Generator will automatically engage.

Within Bluebell House Fire Evacuation Procedures are in place. All staff will be made aware of these procedures when they complete induction to the unit and will be expected to ensure they keep themselves up to date with any such changes to the procedures.

A nominated fire officer will have responsibility for monitoring all aspects of fire safety including regular checks of fire safety equipment, fire escapes and the Unit fire panel. However as fire safety is the responsibility of all, all staff will be expected to undertake such checks. These are undertaken on an on-going basis.

The Registered Manager is the nominated fire officer for Bluebell House and is responsible for all safety matters, any issues of concerns are raised with the Trust Fire Officer.

Bluebell House has a number of Deputy Nominated Fire Officers. The Shift Co-Ordinator (SHSCT) will be the Deputy Nominated Fire Officer on each shift.

21. ***The arrangements for the children's religious observance.***

Regulation 18 of the Children's Home Regulations requires that each child is, as far as possible, to have the opportunity to attend such religious services and receive such instructions as are appropriate to the religious persuasion to which the child may belong.

Staff within Bluebell House are committed to ensuring each young person's needs are met.

Enquiries are made into the religious and cultural background of each child as part of the planning process. Enquiries are made of parents, and the fieldwork team is responsible for ensuring their wishes are taken into account. This information is recorded on the child's file. Visits are welcomed by ministers,

priests etc. and are recorded in the Visitors Book.

The issue of religious observance is formally explored with parents in preparation for and at the statutory review.

Any special requirements in relation to religious observance will, as far as possible, be observed when the child is accommodated in Bluebell House, e.g. dietary restriction, etc

22. ***The arrangements for contact between a child and his parents, relatives and friends.***

Children/young people accommodated in Bluebell House will refer to the Care Plan completed by the fieldwork social worker to inform them regarding appropriate contact arrangements.

Visitors to the Bluebell House

If parents / carers or family members wish to visit their child during their period of accommodation in Bluebell House, this is welcomed.

Bluebell House will try to ensure that a quiet, private area will be available to facilitate any visitors to the unit. Bluebell House will require visitors to contact staff in advance of their intention to visit to ensure that the young person is not out of the unit when a visitor arrives.

If family members other than the parents / carers visit the young person, then permission by the parent / carer for this visit will be actively sought. Without the parent's / carer's consent or permission, the visit will not be facilitated.

Contact with Parents / Carers or Family Members

The Unit will endeavour to facilitate contact by using a range of resources, e.g. telephone calls, letters, providing a room where visits can take place in comfort and with a degree of privacy.

It is recognised that young people may choose not to have contact with significant others and their views will be listened to.

23. ***The arrangements for dealing with complaints.***

It is the policy of Bluebell House to endeavour to create an environment which will prevent or eradicate any cause for complaints.

It is very important that the views of the young people are sought and listened to and that the opinions of their parents / carers are considered by staff in determining both future developments and improvements with Bluebell House and the provision of service.

Staff endeavour to resolve any complaints/issues informally through local resolution in the first instance. If this is not successful the complaint will be managed through the Trust formal arrangements.

All families are made aware of the procedures for making a complaint. Staff will

help and support young people and their parents/carers to make use of the Procedure.

All young people and parents/carers on admission to Bluebell House are given information on how to make use of the Complaints Procedure and in the use of the "SHSCT, We Value Your Views" leaflet should they wish to speak to someone outside of Bluebell House. This leaflet will be made available for parents/carers and young people on admission – copies of this leaflet are also available on the parents/carers notice board on arrival into Bluebell House.

24. ***The arrangements for contributing to the review of the placement plans under Article 45 of the Children's Order.***

Bluebell House recognises the importance and benefit of reviews and endeavours to uphold the requirements for review in line with the Review of Children's Cases Regulations (NI) 1996, Regulation 3.

Reviews are carried out in accordance with the Requirements of the Children (NI) Order 1995, The Children Homes Regulations (NI) 2005 and the SHSC Trusts policy in relation to Looked After Children.

The statutory duty for the review is the responsibility of the field social worker and the staff within the Unit will work with him/her in the provision of information.

In Bluebell House, each young person should have a Care Plan prior to becoming looked after. The first review (LAC) of the Care Plan will take place within 2 weeks of becoming looked after. The second review will take place not more than three months after the first review. Thereafter, reviews take place at intervals of not more than six months. However this is a minimum requirement and reviews can take place as often as the circumstances of the young person require.

The review is chaired by an Independent Chair of Reviews and Bluebell House staff are involved at all stages of the process, and contribute fully through written and verbal reports and attendance at meetings.

Prior to review, staff actively seek young people's views in relation to the service. These views are shared at the review.

Parents are encouraged to attend review and to involve their child in the process.

The review system is seen as an integral part of the continuing process of planning and review of the plan for the child.

There is informal contact / feedback to the relevant fieldwork team about particular children in preparation for reviews.

25. ***The type of accommodation, including the sleeping accommodation, provided, and, where applicable, how children are to be grouped, and in what circumstances they are to share bedrooms.***

Facilities Within Bluebell House:

5 single en-suite bedrooms
Kitchen/dining area
2 Multi-sensory rooms
Ball pool
Multi-purpose area/living room
Small apartment with small kitchen area & dining facilities
X4 small bespoke living areas
2 Staff Offices
2 fully assisted Bathroom's
2 Outdoor garden/playground area

Bluebell House is comfortably furnished keeping in mind the age range of young people being accommodated. The building has disabled access throughout.

In the large living area young people have access to a television & DVD player. Each bespoke living area for individual children/young people has a TV. The young people also have access to a soft play area within the building and a multi-sensory room.

There is a small internal sensory garden & a large rear garden and play area for use by the young people in Bluebell House.

Young people within Bluebell House will have their own bedroom and their right to privacy will be respected by staff.

Matching of Children

Bluebell House is designed to meet the assessed needs of the young person. Special consideration is given to the appropriate matching of young people accommodated at the same time.

Team Meetings are held on a regular basis & an ongoing agenda item is to discuss the matching of young people & how best to manage same. The staff & management team need to continually review the use of the environment to best meet the needs of the individual children placed together.

26. ***Details of any specific therapeutic techniques used in the home, and arrangements for their supervision.***

Any specific therapeutic techniques will only be provided following consultation with parent, young people and relevant professional as part of the young person's Care Plan.

We use a holistic approach when working with young people and their families to determine the most appropriate approach to use. Some other approaches used are:

- Therapeutic Planning Process & Plan. Behavioural interventions identified within same and evidence based
- Music therapy
- Play therapy and art therapy is carried out informally

Staff will receive training prior to commencement of these techniques by the relevant professional i.e. SLT/OT.

Records will be maintained in the young person's file.

Effectiveness will be monitored and reviewed on an on-going basis.

27. A description of the children's home's policy in relation to anti-discriminatory practice as respects children and children's rights.

"Each child has the right to a positive sense of identity, irrespective of race, ethnic origin, creed or ability" (Social Services Inspectorate (1995), Quality Living Standards – Children Who Live Away From Home. SSI)

The residential team in Bluebell House are fully committed to the above standard and to upholding the ethos of the Human Rights legislation in providing quality care and protection to all the young people who are accommodated.

Bluebell House staff are committed to the principles of anti-oppressive practice:

- Awareness of dangers of stereotyping
- Importance of role models
- Developing their own self-awareness
- Avoidance of oppressive language
- Challenging discrimination
- Encouraging positive identity
- Discouraging oppressive humour
- Remembering that children are people first
- Working towards empowerment

These principles will be monitored by the Residential Services Manager to ensure the Unit provides for the young person's physical, emotional, social and psychological development and wellbeing.