

St Joseph's Specialist Trust
Amlets Lane, Cranleigh
Surrey, GU6 7DH

Website: www.st-josephscranleigh.surrey.sch.uk

Statement of Purpose of St Joseph's Specialist Trust

(Registered Provider)



Christ in our Lives
'No limits ... just possibilities'

The Statement of Purpose and the policies and procedures apply to both residential and educational aspects of the life of a child or young person whilst at St Joseph's and identify how all those working at the school and children's home will create a continuum of education for the children and young people.

The Statement of Purpose and documents will be reviewed, updated and ratified by the Trustees at least annually.

Reviewed: September 2021
Cycle: Annual

St Joseph's Specialist Trust

Mission Statement

Christ in our Lives

'No limits ... just possibilities'

'The children and young people, families, staff, Trustees and Governors make up the community being specialist school, college, children's home and supported living houses which constitute St Joseph's Specialist Trust. Together we will create a supportive Catholic ethos within a Christian environment, with aims, structures and curricula designed to achieve the full potential of children and young people.'

St Joseph's aims to be:

- A total learning environment where every aspect of the children and young people's experience helps them in the development of new skills and understanding which they can use now, and will continue to be of value in the future.

St Joseph's aims to provide:

- A pastoral support for our children and young people and families, enabling them to meet their challenges together.
- A service to families and education authorities, responding to needs and adapting to changes in demand that cannot be met in the maintained sector or mainstream provision.

St Joseph's aims to achieve:

- A good reputation for the high standards of care education, therapy and training, and a spiritual strength that supports and encourages all those connected with the school.

The aims in this Mission Statement will be achieved through policies, procedures, staff continuing professional development and strategic intent.

INTRODUCTION

St Joseph's caters for individuals aged 5-19. The Children's Home within St Joseph's is for young people who attend the school. The school, college and children's home are owned by St Joseph's Specialist Trust and enjoy a close relationship with the Roman Catholic Diocese of Arundel and Brighton. The Diocese appoint the Foundation Governors to the school's Governing Body. The Bishop has approval of the Chair of Trustees. The responsibility for the school's Admissions Policy and actual admissions rests with the Governors and the Registered Manager, who exercise this responsibility in partnership with the Executive Principal and her staff. The Executive Principal is also the Responsible Individual. Overall responsibility for admissions lies with the Registered Manager.

St Joseph's is a school approved by the Secretary of State for Education as a day/boarding school for children and young people aged 5 - 19 years, who have either moderate or severe learning difficulties with associated speech and language impairments. St Joseph's has also been approved by the Department for Education for children and young people on the autistic spectrum.

One of the many strengths of St Joseph's is that it offers all its facilities in the context of a day and residential school and college and where individuals are young people. The children's home has a strong sense of community.

The associated needs experienced by those with learning difficulties (e.g. behavioural and communication ASD problems, delayed development of practical and interpersonal social skills), demand not only well trained, experienced teachers, learning support assistants and residential care workers but a 'family' into which the children and young people are welcomed and within which they can feel valued.

From its foundation this aspect of St Joseph's has been emphasised and is now a tradition that is strengthened by the strong Christian ethos of the setting. St Joseph's can offer much to children and young people in need of the development of their identity and self-worth.

CHILDREN'S RIGHTS

St Joseph's is committed to ensuring that all children and young people are valued and their rights are respected and promoted. Each residential home within St Joseph's has a copy of the book "I have the right to be a child" by Alain Serres and Aurelia Fronty. The book covers the key articles of the UN convention on the rights of a child and translates them into language children and young people can relate to.

There are also ways for education, care and therapy staff to open up discussions about their rights.

When I am at St Joseph's I have the right:

- To be valued as an individual
- To be treated with dignity and respect
- To be in a safe, caring environment in which I can develop as an individual
- To learn how to care for myself and others
- To know my feelings and my views and those of my family are important
- To education and have access to a curriculum appropriate to my needs
- To be supported in my contact with my home and community
- To have equality of opportunity

- To receive medical attention in the event of illness or accident
- To play and to have recreation and other social activities
- To have the right of appeal in the event of deprivation or harm
- To have access to and training in the use of a telephone

EQUAL OPPORTUNITIES Anti Discriminatory Practice

ST JOSEPH'S SPECIALIST TRUST DIVERSITY STATEMENT

St Joseph's has a comprehensive equal opportunities policy. St Joseph's values the diversity of individual talents and creativity that every child or young person and staff member brings.

"We aim to promote and maintain a culture of diversity where appointments to jobs, rewards and personal success depend solely on individual ability and performance. All children and young people and potential children and young people, employees and potential employees, whether part time; full time or temporary will be treated fairly with respect and dignity. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability."

For further information on St Joseph's commitment to equal opportunities please see the policy located on the intranet and website.

This policy covers all stakeholders including children and young people's families.

OVERALL AIMS AND OBJECTIVES

WAKING DAY CURRICULUM/CARE POLICY

The Care Team is committed and constantly striving to enable each individual through informed choice and experiences.

We encourage and support children and young people with their academic work whilst aiming to develop their social and life skills as part of the extended curriculum so that they will be better prepared for adult life.

The waking day curriculum ensures consistency with education to facilitate maximum opportunity to achieve objectives and thus have optimum chances in adulthood.

RESIDENTIAL CARE AIMS

We provide a safe, caring and learning environment which is conducive to the fulfilment of the needs of our children and young people; allowing for developmental progress towards independence through the empowerment of the individual, the acceptance of responsibility, and development of full potential.

Environmental

- We provide small, individual homes that are cheerful, welcoming, comfortable, appropriately resourced and relaxing and homely to live in.
- We foster respect in children and young people for their living environment, encouraging them to take some responsibility for assisting in the upkeep and decor of their area, and personalise their own space.

- We use the local environment as a learning resource and support young people to be involved in the local community.

Within the Waking Day Curriculum

- We provide a programme of self-help, life and social skills which encourages maximum independence potential.
- We offer a wide range of stimulating activities.
- We allow free time in which children and young people are encouraged to develop their own interests, use the time constructively, and become self-motivated.
- We liaise with teaching, therapists, medical and support staff on a regular basis.

Personal

- By positive reinforcement, we encourage children and young people to develop a real self-concept through building of self-esteem and confidence.
- We promote and encourage reasonable boundaries in the form of expectations of reasonable and appropriate behaviours.
- We encourage children and young people to take responsibility for themselves and their behaviour.
- We encourage good communication both within the community and with outside agencies.
- We provide appropriate role models in the form of adult carers who are well-adjusted, caring, calm, understanding and tolerant, and who actively listen to the children and young people.
- We provide appropriate advocacy as required for children and young people.
- We promote trust, compassion, respect and honesty in relationships.

General

- We plan, assess and monitor progress of children and young people providing reports and setting targets.
- All children and young people are supported with their linguistics. This can be through Speech and Language sessions embedded across both the day and residential settings. This will also involve families to ensure cultural and religious needs are also supported.
- We offer whole community celebrations that encourage the individual to feel part of the greater whole.
- We are committed to the training and development of care staff.
- We allow children and young people to take calculated risks and allow for the possibility of failure within the learning process.

Spiritual

- We promote spiritual development through positive role modelling and discussion in a secure and supportive environment.
- We develop within the children and young people their own spirituality.

Cultural

- We help children and young people to develop an understanding of cultural diversity through celebration of difference, and the encouragement of friendship throughout the school, college and children's home.
- Children and young people are supported individually as necessary to attend to their own cultural needs and religious needs. Children and young people are actively encouraged to develop and observe their cultural identity.

OUTCOMES FOR CHILDREN AND YOUNG PEOPLE

At St Joseph's we are committed to children and young people maximising their potential and developing both educationally and socially within a nurturing environment.

St Joseph's employs a multi-disciplinary team of care, education and therapy staff to work with the child or young person, their family and professionals to achieve outcomes.

Our family link worker also ensures that families can have consistency at home in areas such as behaviour, independence skills, therapeutic interventions and learning techniques.

St Joseph's aims to find the potential of every child or young person and maximise the outcomes for him or her. This involves working well with each other and sharing information internally as appropriate and within GDPR, whilst also working with internal and external stakeholders such as CAMHS, Social Care, and Educational Psychologists etc.

Therapists, embedded in the classrooms, work across the waking day to ensure skills are transferable from class to residential to community. There is excellent internal communication to ensure learning is enhanced and information is shared to ensure consistency across the whole organisation for children and young people.

VIEWS, WISHES AND FEELINGS

St Joseph's is committed to ensuring that the care at St Joseph's is child or young person led. St Joseph's regularly asks children and young people about the care they receive and actions wherever possible the children and young people's requests to changes to their care. In addition, a key part of the Regulation 44 visit requires the Independent Visitor to spend time with children and young people to ascertain their views and feelings. The Registered Manager visits all residential homes on a weekly and sometimes daily basis.

The Responsible Individual also regularly visits each home.

St Joseph's has a children's guide that details what children and young people can expect from St Joseph's in respect to their care.

POSITIVE RELATIONSHIPS

St Joseph's ensures that communication with families is promoted and supported by all staff. A variety of methods are used to facilitate this including:

- Video conferencing
- Phone Calls
- Emails
- Link Books
- Home visits both to their home and their family home

NB During the COVID 19 Pandemic, visiting arrangements have been subject to necessary modification. Families need to refer to the policy on visiting sent to them or speak directly to the home manager responsible for their child's care.

Children and young people are encouraged to meet new people and form friendships at youth clubs, activities with other settings etc. Children and young people attend birthday parties and other social events externally and St Joseph's staff always look to promote

child or young person friendships and can facilitate relatives and friends of children and young people coming to visit as appropriate.

THE CHILDREN AND YOUNG PEOPLE AND THE ACCOMMODATION OFFERED

a) Age range, gender and numbers of children and young people:

Children and young people at St Joseph's are aged between 5 and 19 years old. St Joseph's accommodates both boys and girls. It is important to note, however, that places cannot be offered on the basis of gender or race but on need. It is therefore unlikely that there will be an equal ratio of male and female. We have places for up to 29 children and young people.

b) Any special needs of the children and young people

Children and young people at St Joseph's have a wide range of needs. The majority of children and young people have Autistic Spectrum Conditions with additional communication difficulties and other complex needs. St Joseph's does not cater for children and young people with profound and multiple disabilities or social, emotional and behavioural difficulties unrelated to learning disability, Autism or other complex diagnoses.

c) Type of accommodation including sleeping arrangements

St Joseph's is a converted country house situated just outside the village of Cranleigh. The house has been widely adapted to meet the needs of children and young people to ensure they are safe and can live in a modern environment. There are good local bus routes and a wide range of community activities within Cranleigh. St Joseph's is registered as a whole site; the children's home accommodation consists of 7 individual houses.

The accommodation of each individual house consists of:

- Kitchen for domestic use, food preparation, cooking and dining area.
- A comfortable lounge/T.V. area for general leisure use of children and young people.
- Children and young people's telephone, situated in a telephone booth or separate room in order to offer privacy of calls.
- Staff toilet.
- Children and young people's toilets and bathrooms/shower rooms.
- Individual bedrooms each accommodating a single individual bed.

Shared access to:

- 23 acres of land – fenced in and gated to keep young people safe.
 - Outdoor heated swimming pool.
 - Outside adventure play area.
 - Outdoor gym.
 - Outdoor music garden.
 - Sunken and raised trampolines.
 - Table tennis.
 - Sensory room.
 - Wildlife Garden.
 - Allotment.
 - Music Room.
 - Library with computer facilities.
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- Children and young people are encouraged to personalise their rooms and have choice of feature wall decorations. All soft furnishings and bedding are flame retardant for fire safety compliance.

- Children and young people have the opportunity to own their own key to their house and lock their own bedrooms for personal belongings.
- Accommodation has been developed to support children and young people needs; these include open spaces, sensory equipment, quiet spaces and individual rooms. Furniture and any equipment provided is robust and tough to ensure durability and safety.

SENSORY AND THERAPEUTIC ROOMS

St Joseph's recognises there are times where children and young people need access to areas where they can have their sensory and therapeutic needs met. At St Joseph's we are able to provide 2 sensory rooms in order to support children and young people. These areas are accessible with staff to ensure the room is maximised and needs are met. On occasions and where safe and appropriate staff withdraw to enable the child or young person to relax in privacy.

LOCATION OF THE HOME

St Joseph's is situated in a rural setting on the outskirts of Cranleigh, Surrey. St Joseph's has 23 acres of land and provides a homely nurturing environment.

A comprehensive location risk assessment has been carried out by the Registered Manager to ensure the immediate location is safe for all children and young people and takes into account the local infrastructure and areas of risk such as local ponds and roads.

The children's home liaises with Surrey Police to review crime statistics and address areas of concern on crimes that occur within the community to ensure our children and young people are safe.

St Joseph's demonstrates clear consideration for the children and young people;- we ensure there is:

- Creative use of the rota to provide adequate numbers of staff on duty, reflecting gender balance and experience.
- Adequate staff to work closely within smaller homes or with individual children and young people in order to promote their welfare.
- Adequate staffing to enable outside activities to take place, including days out, holidays.
- In homes where the staff team is of one sex or heavily weighted towards one sex then we will promote appropriate role models of both sexes by:
 - Shared Activities
 - Senior Leader visits
 - PSHE sessions within school and the children's home.
- A link worker system to reflect individual needs as part of daily living plans. This includes a linkworker for education and therapy.
- Individual children and young people's needs identified through: daily living plans; risk assessments; up-to-date LAC meetings, child or young person's Interim EHCP reviews; the use of the link worker role; personal education plans; child or young person staff meetings; robust handovers, social worker and family input and due regard to each child or young person's opinions.
- Using access to external agency services that can provide for specialist needs.
- St Joseph's will promote multi-agency and specialised resources when supporting the needs of the children and young people living there.

NAMES AND ADDRESSES OF KEY STAFF:

Registered Provider - TRUSTEES (Chair – Bernard Smith)
St Joseph's Specialist Trust
Amlets Lane
Cranleigh
Surrey
GU6 7DH
01483 272449

Responsible Individual – Annie Sutton
St Joseph's Specialist Trust
Amlets Lane
Cranleigh
Surrey
GU6 7DH
01483 272449

Qualifications - BA (Hons) Maths, PGCE

Registered Person - Alan Day
St Joseph's Specialist Trust
Amlets Lane
Cranleigh
Surrey
GU6 7DH
01483 272449

Qualifications – MBA, QCF Level 5 Diploma in Leadership for Health and Social Care and Children and Young Peoples Services (Children and Young People Residential Management), City and Guilds 325:3

COMPLAINTS

St Joseph's has a detailed complaints policy that can be found on the website and intranet. A hard copy is also available from the Business Department or Clerk to the Trustees. Any complaint should be directed to Annie Sutton (St Joseph's Executive Principal) in the first instance.

STAFF COMMISSIONED TO PROVIDE HEALTH SERVICES

St Joseph's works closely with Cranleigh Medical Practice to ensure the health and wellbeing of children and young people. St Joseph's commissions a GP to come to school once a week to hold a surgery onsite. St Joseph's GP is Dr. Matthew Clark. (GMC General Medical Council number 3562466). Dr Clark receives his supervision from his GP colleagues at Cranleigh Medical Practice. Children and young people can choose a different GP if they wish. All children and young people who live at the children's home can access the GP during term and holiday time.

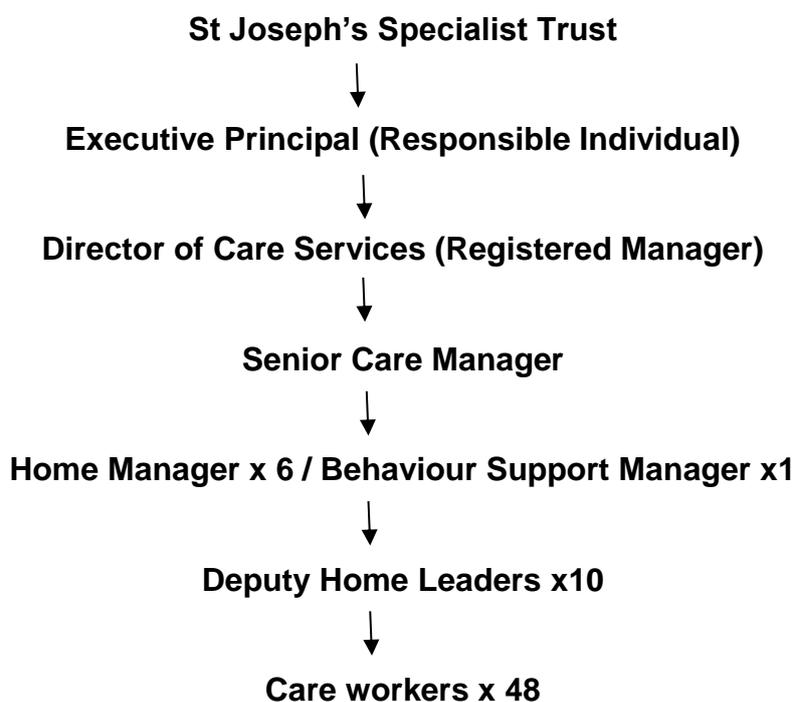
THE STAFF TEAM AND THEIR QUALIFICATIONS AND EXPERIENCE

The diverse nature of the team in terms of age, gender, ethnicity, experience, skill and qualification provides the opportunity to promote a positive view of difference to children and young people.

St Joseph's is committed to ensuring all staff are given the correct training as appropriate to their role and actively encourage CPD at all levels. St Joseph's is committed to ensuring all staff achieve a minimum qualification of QCF 3.

The following flow chart shows the structure of the children's home. St Joseph's has a multi-disciplinary team; the chart does not show teachers, teaching assistants or therapists.

THE ORGANISATIONAL STRUCTURE OF THE CHILDRENS HOME



All residential care staff and deputy Home leaders possess or are working towards the QCF Level Three Diploma in Health and Social Care. St Joseph's is committed to ensuring all staff achieve this qualification.

The Senior Care Manager and the Home managers all have the QCF level 5 Diploma in Health and Social Care.

The Registered Manager has the QCF level 5 in Health and Social Care.

SUPERVISION AND TRAINING

Supervision is a vital part of supporting, managing and developing the staff team. All staff that are newly employed by St Joseph's are subject to a probationary period. It is a statutory and departmental requirement that staff both receive and take part in the supervision process. Supervision is provided by the Registered Manager, Individual Team

Leader, Deputy Home Leader and Senior Care Manager. Formal supervision is regular. Supervision sessions are recorded and staff required to read and sign their notes, which are then placed on the staff member's file. If there are any disagreements these are recorded.

All staff undertake a Performance Appraisal with their supervisor every 6 months, which reviews progress over the past 6 months and sets personal work targets and actions for the coming 6 months.

Training:

All new staff receive Induction training following the CWDC Induction programme. Training also includes Team Teach, Safeguarding, Fire Safety, Medication Administration, Makaton, Manual Handling, Contenance Training and Data Handling.

Upon successful completion of the probationary period, staff will be placed on the QCF Diploma Level 3, Health and Social Care.

Development:

Staff development is seen as part of a determination to constantly improve our provision and includes:

- Training and supervision
- The team meeting forum
- Working as part of a team
- Link working and joint working with colleagues within the team
- Joint working with other professionals and agencies
- Extra duties and responsibilities which are delegated to staff as they become more skilled and competent within the team.

St Joseph's is committed to developing staff and actively encourages training that benefits children and young people's progression and development.

ADMISSIONS

The offer of a place is dependent upon the following:

1. The careful determination of the needs of the child or young person.
2. The assessment that the school or college and children's home can meet these needs.
3. The availability of a place in the appropriate teaching and residential homes.
4. The agreement of the family and child or young person.
5. The positive support of psychologists and other professionals involved in the case.
6. The agreement of the family and local authority to support St Joseph's by attending reviews and other meetings and by working with the staff.
7. The agreement of the relevant Local Authority to pay the education and children's home fees.
8. All children and young people are fully prepared for their move to the home.
9. Children and young people already in the home are prepared for their arrival.
10. The registered manager has the ultimate decision on placement within the children's home
11. Young people can come on weekly, termly or 52 week packages
12. St Joseph's does not have respite packages for young people

After admission all children and young people are given and have explained to them:

- The Children's Guide to St Joseph's.
- Details of how to make a complaint and how to report any worries or concerns.
- Details of advocacy support that is available.

Emergency Admissions

St Joseph's does not accept emergency admissions for children and young people.

St Joseph's will work swiftly with young people who are referred to the home in an emergency, however it is crucial that the full assessment process is maintained to ensure young peoples placements do not break down and thus increase the amount of placements young people have.

SAFEGUARDING

St Joseph's has a full time Head of Safeguarding with extensive experience in the residential setting. St Joseph's Safeguarding policy is on the organisation website. A paper copy is also kept in the Business Department and with the Clerk to the Trustees. The organisation website is accessible to all families, professionals and other stakeholders. One of the aims of St Joseph's Specialist Trust, as stated at the beginning of the Statement of Purpose, is to provide a safe and empowering place for all children and young people to live in. Safeguarding procedures are key to keeping children and young people safe.

A Risk Assessment is undertaken with each child or young person and this is regularly reviewed and monitored as part of their interim EHCP. This covers all aspects of behaviour and history that might cause a risk to the child or young person or to others. Each Risk Assessment contains a Risk Management plan, to be followed by staff at all times.

Risk assessment and management plans are updated regularly, at statutory reviews and after specific risk events.

Staff at St Joseph's are familiar with and adhere to Safeguarding Procedures, and will be prompt in raising a Safeguarding concern. They are familiar with and refer to the following:

Surrey County Council Local Safeguarding Procedures; Children's Homes and Children's Homes Regulations, 2018.

A copy of all of the above is readily available to staff. Safeguarding is a part of the induction training for new staff to become familiar with, and gain an understanding of, child protection issues and protocol. All staff, including relief and ancillary staff, attend Safeguarding training every three years or sooner. All staff have received a copy electronically of the 'Working Together to Safeguard Children 2018' document.

All staff have received the 'Keeping Children Safe in Education 2019 Part One document and have signed to confirm they have received, read and understood it and all updated versions.

Where child protection issues are identified in the home, which place individual children and young people at risk of significant harm, staff will follow different strategies to minimise and reduce risk as well as following the appropriate child protection procedures.

These strategies include joint working with social workers and families, Child and Adolescent Mental Health Services and other relevant professionals.

Designated Child Protection Officers are:

Alan Day — Director of Care Services (RM) (Deputy Designated Safeguarding Lead)

Annie Sutton – Executive Principal (RI) (Deputy Designated Safeguarding Lead)

Jay Shekleton – Head of Safeguarding, Designated Safeguarding Lead

Karen May – Director of Therapies (Deputy Designated Safeguarding Lead)

Nick Durling – Inclusion Support Team Leader (Deputy Designated Safeguarding Lead)

Simon Jaggard - Director of Education and Headteacher (Deputy Designated Safeguarding Lead)

COUNTERING BULLYING

The staff team is aware that bullying can be present in residential care, and that it causes great misery for the victim. Bullying behaviour is not tolerated at St Joseph's.

There is a need for constant vigilance and immediate action to effectively tackle bullying. The team and children and young people have a range of literature and workbooks available to help with addressing and preventing a bullying culture from developing. Furthermore, the issue of countering bullying is regularly discussed at team meetings and at children and young people meetings.

COMPLAINTS PROCEDURE

The staff team supports the need for children and young people and their families in their right to make a complaint about any aspect of their care. We also believe it is important to help children and young people and their families understand why the complaints procedure exists and how to use it should they ever feel it necessary to do so. Staff work with children and young people to empower them to make complaints whenever they feel their needs are not being met. Staff also work to ensure that children and young people who make complaints do not feel stigmatised or guilty in any way.

If a child or young person needs to make a complaint, a member of staff will be available to help. It is acknowledged, however, that a child or young person may need help from someone outside of the staff team and therefore, children and young people are helped to involve the Independent Visitor or the person carrying out Regulation 44 checks as well as the Trustees. The team acknowledges the importance of children and young people and their families having the right to complain to OFSTED or the Children's Rights Commissioner. In addition, children and young people also have access to independent advocacy support or Lance Miles (Regulation 44 Independent Visitor).

On arriving in the home, the children and young people and their families are given information about the Complaints procedures.

ARRANGEMENT WHEN CHILDREN AND YOUNG PEOPLE GO MISSING

St Joseph's believe that a child or young person's safety and welfare is of paramount concern. It is therefore our priority to do everything possible to ensure the safe return of a child or young person.

St Joseph's has a comprehensive Missing Child Policy. This policy sets out a very clear and detailed plan for children and young people that go missing. Children and young people who go missing from the school, college or the children's home are reported to the police after a period of 20 minutes or sooner if there are adverse weather conditions or impending darkness.

The policy requires that residential staff make all appropriate enquires to recover the child or young person before the police are contacted. We acknowledge that in most cases children and young people are usually on an unauthorised absence rather than truly missing. In this case staff will be more likely to report this to social care directly rather than the police. In circumstances where a young person is deemed vulnerable, such as risk of child sexual exploitation, this information will be passed to the police. All appropriate people (e.g. family, social worker) are informed of the unauthorised absence. All Looked After Children's absences are reported to Social Care at the relevant Local Authority and Surrey County Council. It is also part of the team's working philosophy that when a child or young person goes missing, there is a reason for this. The team therefore aims to work with the child or young person to prevent them from going missing in future. On returning from a missing episode, children and young people's safety is of paramount concern and staff will always check that the child or young person is safe and well.

A return to home interview will be conducted by an independent person within 72 hours.

St Joseph's Specialist Trust is deeply committed to equal opportunities in every aspect of life for staff and children and young people alike.

We define equal opportunities for the children and young people as giving them equal access to the curriculum and the full range of activities; to enable them an equal opportunity to fulfil their potential; to facilitate the growth of autonomy. To do this we need to counteract stereotypes, actions and beliefs which discriminate against children in terms of gender, race, colour, class, status, ability, religion, culture, language, physical and/or learning difficulty.

HEALTH CARE POLICY

We regard health protection and promotion of children and young people as an important part of our role at St Joseph's. We will therefore work with the children and young people and appropriate health professionals to develop a Personal Health Plan which is included in their daily living plans. The plan covers the whole range of potential health needs, including physical, emotional and sexual health.

Children and young people are encouraged to have regular dental, health, eye sight, podiatry and other check-ups as necessary.

Wherever possible and if children and young people choose, we aim to help them remain with their own doctor, dentist and optician. However, if this is not possible or desirable we will ensure that children and young people are registered with the local GP, dentist, optician and podiatrist. Whilst respecting children and young people's rights and privacy, they are supported in getting help with any illnesses or health issues that they experience.

All children and young people are always given the opportunity to be examined by a registered nurse or medical practitioner after any physical intervention.

The school and children's home will:

1. Consider the welfare of the child or young person to be paramount.
2. Facilitate medical, dental and ophthalmic and other relevant inspections at required interludes and arrange any treatment necessary, liaising with parents or the relevant Local Authority when necessary.
3. Provide therapies as required.
4. Always be sensitive to;-
 - Ascertain the wishes and feelings of the child or young person
 - The child's physical and emotional needs
 - The child's age, sex, background, religious persuasion, dignity and uniqueness.
5. Provide nursing and medical care in participation with staff when necessary.
6. Provide correct storage facilities for all medicines and medical equipment.
7. Maintain good communications with families, medical professionals; residential care staff and education staff.
8. Provide a secure, confidential and caring place for children and young people to come to.
9. Ensure that all medical/nursing practice is professional, competent and updated.
10. Encourage good liaison with Local Authority, health professionals, parents, carers, school Governors, school staff, Trustees and children to ensure successful implementation of the school's Health Care Policy.
11. Will do everything possible to ascertain that the school, college and children's home environment is favourable to the needs of children with specific medical conditions such as asthma, diabetes and epilepsy. Also to ensure staff and children and young people have adequate knowledge of these conditions.

School Surgery

St Joseph's employs 2 health care assistants.

Senior Healthcare Assistant – City and Guilds in Community Care practice, City and Guilds Social Care Level 2, City and Guilds Advanced Management for Care

Healthcare Assistant – NVQ 3 Health and Social Care

St Joseph's monitors the effectiveness of its healthcare input through a variety of ways:

- Monitoring height and weight.
- Encouraging healthy eating.
- Annual medical for all residential children and young people with GP.
- PSHCEE Lessons to give knowledge on healthy options.
- Encouraging children and young people to choose healthy options when menu planning and shopping.
- Family questionnaires.
- Annual review with education, care and therapy staff present to discuss, promote and maximise input and measure progress along with external stakeholders and families.
- Accredited health school.
- Food for Life Gold award.

EDUCATION

All young people at St Joseph's Specialist Trust have moderate, complex or severe learning disabilities. As one aspect of providing equal opportunities the Trust believes that they ought to be treated according to the principle 'person first, disability second'; that is: they ought not to be defined nor described simply in terms of their disabilities but are to be treated as unique human beings with individual needs, desires, interests and aspirations.

The school, college and children's home respects their disabilities and does not seek to 'cure' nor change its manifestation but uses a variety of teaching approaches in order to help each individual to overcome or cope with difficulties associated with their disabilities and to acquire skills and knowledge which are useful for all young people. St Joseph's therefore, believes they have an entitlement to the education available to all, together with appropriate support which specifically addresses their disabilities.

Each student is assigned a Care, Education and Therapy Link Worker to ensure communication is maintained internally and to all relevant stakeholders.

On occasions when individual young people are unable to be with their peers for their educational input we will fully support them to continue to access their education with specialist outreach services.

Throughout the Key Stages, young people may need to use and access multi-sensory approaches. These approaches are reflected in their EHC plan targets and schemes of work. The school and college curriculum and extended curriculum delivered in the children's home promotes their spiritual, moral, social and cultural development and prepares them for the opportunities and experiences of life. Therapy input is fully embedded into the Trust approaches to accessing learning and developing appropriate social and communication skills.

The vertical curriculum focusses on supporting each child's learning and development, including their ability to study independently. The different curricula help each pupil and student to understand the importance and value of education, learning, training and employment

CURRICULUM

The curriculum builds on individual strengths, interests and experiences which are reflected in the schemes of work and individual education plans. Through this process, the school develops, implements and reviews a developmental curriculum which addresses their specific needs.

Therapy is embedded into the lessons to provide the greatest possible development opportunity for the young people while proceeding with their curriculum. This approach is mirrored across the waking day into the residential setting. Trained therapy staff provide direct support in emotional regulation, Speech and Language Therapy and Occupational Therapy. The integrated nature of our therapies team ensures that care staff and class teachers are able to provide consistency of approach and maximise outcomes.

We have strong links with families and involve them in all aspects of their child's learning. Communication with families and family focus is one of the cornerstones of our practice.

CHILD OR YOUNG PERSON PATHWAYS:

Our young people follow one of three pathways and it is possible to move across according to an individual's development.

1. Explorer Pathway:

Expected outcome: specialist high needs residential placement such as supported living house or care home. High focus on independence skills, social skills, communication skills and functional literacy and numeracy.

2. Discoverer Pathway:

Expected outcome: specialist residential supported living and supported work placement, potential for specialist residential college and continuing education. Continued focus on communication and social skills, developing skills for higher levels of independence.

3. Adventurer Pathway:

Expected outcome: potential Further Education at a local college, with learning support, apprenticeship, work placement. Focus on developing a portfolio of skills that will help them to maximise their time at FE College or beyond. This will include a high emphasis on social skills as well as more academic subjects, which may include GCSEs and other nationally recognised qualifications and accreditations.

THE KEY STAGES

To ensure smooth transitions between Key Stages, all young people are assessed individually and appropriate curriculum targets are designed which fully support the EHC plan outcomes. Alongside curriculum targets, they are supported to develop their communication, independence and life skills. Our integrated therapy, education and care team work closely to ensure that therapeutic approaches become embedded in all waking day settings, thus offering a holistic approach to growth and development. St Joseph's recognises that each person has different needs and is committed to maximising each individual's learning potential.

SPEECH AND LANGUAGE THERAPY

St Joseph's considers communication and speech and language development a priority. It is, therefore, an important part of the whole curriculum and as a result crosses all departments and Key Stages.

The Speech and Language Therapy Department aims to provide a specialist service to all children and young people.

All children and young people receive an assessment on entry. Aims and treatment outlines are provided on a regular basis to all those involved with the child or young person.

Direct Intervention can take the form of individual one to one contact, small home therapy, class activities and work in the community setting.

Indirect Intervention may take the form of advice and training for staff, parents, carers etc. and/or the provision of specific programmes delivered by others directly involved with the child or young person.

Detailed reports are provided. These reports form part of the annual review procedure and are available for all those involved with the child or young person. Reports are also prepared at other times during the year as appropriate.

St Joseph's aims to provide a team approach. The therapists work closely with teaching staff, learning support assistants, care staff, parents/carers and other professionals. We aim to provide both a multidisciplinary and a well co-ordinated approach. Our aim is to improve communication in all its aspects. This includes not only verbal, but also the non-verbal aspects of communication and social skills.

The Makaton signing system is part of our approach. Staff and parents have opportunities for on-going training in signing. Makaton symbols are used to help and support children and young people in their educational and social environment.

Four Speech and Language Therapists and one Speech and Language Therapy Assistant provide the service throughout St Joseph's Specialist Trust.

We also employ 3 Occupational Therapists, 2 Music Therapist, 1 Drama Therapist and 2 Art Therapist.

EDUCATION MANAGEMENT STRUCTURE

Each Key Stage has a Key Stage Leader who line manages all teachers. The Key Stage Leaders are line managed by the Head Teacher (Director of Education) who is line managed by the Executive Principal.

CONSULTATION WITH CHILDREN AND YOUNG PEOPLE

Children and young people are consistently encouraged and supported to make decisions about their individual lives as well as the ways in which St Joseph's is run. We aim to consult in ways that are sensitive and aware with regard to any religious, ethnic, cultural and linguistic needs. The use of an advocate is used whenever necessary in consulting with children and young people. Consultation is encouraged through, for example link worker time and children and young people's meetings. The views of children and young people's family and significant others are also taken into account.

INCLUSION SUPPORT POLICY (Behaviour Management)

St Joseph's Specialist Trust invest in Team Teach as the foundation learning of positive behaviour support.

All staff are given refresher training every two years. This is a 6 hour course. If a certificate has expired staff will need to attend a full two day Intermediate course. At the end of every Team Teach course staff are required to complete a multiple choice test and secure at least 7 out of 10 correct answers to pass. The questions are on topics covered during the course.

We have 9 Team Teach tutors across the school, college and the children's home, 3 of whom are advanced Team Teach tutors. Staff receive further support after completing a Team Teach course from the Inclusion support team who support classes with behaviour management and training staff.

www.team-teach.co.uk

‘Our aim: through risk and restraint reduction, to support teaching, learning and caring, by increasing staff confidence and competence, whilst promoting and protecting positive relationships.

Our method: providing training for child and adult services in positive behavioural strategies, designed to reduce anxiety, risk and restraint. For more information, see links: "Keypoints About Training" and "Training Options".

Our results: Team - Teach training has received the highest level of award in the U.K - a National Training Award - This government supported award is presented to entries who have demonstrated exceptional achievement through training and development. Judges were impressed by the support infrastructure and the robust quality control and assurance processes. They observed that it was a clearly needed service and its innovative approaches have delivered significant benefits to schools/services and local authorities/employers.’ (www.team-teach.co.uk)

In line with St Joseph’s mission statement that we intend to be a caring community in which each member, adult and child, shows regard for the needs and feelings of others; the staff should be fully aware that children and young people are expected to conform to standards which maintain respect for others and their property.

Within individual abilities we should encourage those at St Joseph’s to take responsibility for their own behaviour as well as helping them to understand the consequences of their actions.

As a result of the Care/Teaching Programme the school, college and children’s home supports a regime of positive re-enforcement of good work, behaviour and relationships.

The quality of relationships between staff and children and young people is the major determinant of good behaviour and that positive ethos. A positive sense of order is established by boundaries of behaviour being clearly defined and understood by staff and children and young people alike.

All consequences (sanctions) used must be:

1. Relevant to that child.
2. Understood by that child.
3. For that child only.

NB It is not acceptable for consequences to be applied by the use of blanket punishment for certain individual ‘misdemeanours’

ELECTRONIC AND OTHER SURVEILLANCE TECHNIQUES USED

St Joseph’s uses external CCTV surveillance covering the outside of the building; this helps to reduce anti-social behaviour and helps staff to ensure the security of the building is maintained.

There may be occasion when it is necessary for staff to search a child or young person and their possessions such as bags or their room. This will be done if there are suspicions of illegal activity or staff have concerns that a young person is placing themselves at significant risk e.g. self-harm or if a theft is suspected or a child or young person has said they will bring a dangerous implement, drugs or alcohol into school or children’s home. A

search of a child or young person will be conducted by a member from the Inclusion team and a member of staff from the children and young person's class, SLT (Senior Leadership Team) can manage a search if an inclusion member cannot be present. Staff do not physically touch the child or young person when conducting a search. Staff will explain the reason a search is being conducted and permission will be sought from the child or young person. The child or young person will be asked to empty their pockets and bags to prove they have nothing on their person that could cause them or others harm. (See Search Policy). A child or young person should, if possible, be present when their room is searched but if not they should be informed at the earliest opportunity. Staff will record the search completing the appropriate paperwork. A room search is different to staff entering a children and young people's room to remove dirty cups etc., this is consistent with good parenting.

St Joseph's also uses door sensors at night that alert a sleeping-in on call member of staff, when a child or young person has left their room. Sensors are only used in residential houses that do not have a night waking member of staff or if there is an identified need to do so.

Under Regulation 24 (b) All Local Authorities (and Families) have been notified of the use of sensors. We actively pursue completion of the signed consent in line with the regulation.

Each child and young person is also informed where appropriate about the use of any monitoring device.

Children and young people with known health conditions such as epilepsy may require the use of additional monitoring devices such as an epilepsy monitor. This is authorised through the use of comprehensive risk assessments.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

The homes fire and emergency procedures are detailed in our Fire Safety Policy and Disaster Plan supported by all required statutory safety measures. Fire is of major concern and staff receive the necessary induction training. In addition, we have a number of trained Fire Marshals to assist in evacuations. Residential children and young people have individual risk assessments to assist with prompt evacuation during the night time. Each risk assessment is reviewed after an alarm to ensure we support the children and young people in the safest way. We maintain good links with the local fire service who also attend and give fire safety demonstrations.

Located rurally with power coming onto the site via overhead cables, the organisation has invested in its own standby generator sufficient to power the whole site in the event of a power supply failure. This ensures we can continue to operate with minimal disruption and reduce anxiety for our children and young people.

We have an effective Extreme Weather Policy that also details the support we give to children and young people in the event of extreme weather.

COMMUNICATION WITH FAMILIES - WEEKLY PHONE CALL FOR EDUCATION

All the staff at St Joseph's Specialist Trust are committed to on-going, regular, two way communication with Families.

Contact arrangement with family, friends and significant others

The St Joseph's staff team will work in partnership with children and young people to ensure that contact arrangements with families, as outlined in their Care Plan and Placement Plan are adhered to. We will give as much constructive support as possible to maintain contact. Children and young people will be encouraged when appropriate, to keep their family at the centre of their lives. Families, friends and significant others will always be made welcome, as long as they behave in safe and appropriate ways when visiting. Children and young people will be encouraged to spend as much time as possible within the family home and their local community. We will ensure that when there are contact restrictions those children and young people understand the reasons why these restrictions are in place.

Link Files

Residential care workers and teaching staff contribute to these books to inform families of the previous week's activities and any other information.

Families are requested to use the files/books to keep staff informed as part of the two-way communication.

Phone Calls

Families are able to phone either the school or house homes at any time to speak with staff.

Care staff will facilitate phone calls between the child or young person and family as arranged and agreed.

Staff will phone families to convey information regarding the wellbeing of the child or young person as necessary or agreed or if it is considered that information is urgent or confidential.

Individual Education Health and Care Plan Meetings (EHCP)

Interim EHCP meetings are held with families, teaching staff, care staff and children and young people.

Consultation Evenings

Families, teaching staff and link carers meet to discuss their children's progress prior to the EHCP or Annual Review.

EHCP/Annual Reviews

Yearly meetings are held with parents, Local Education Authorities and other outside agencies as appropriate. The placement plan is also reviewed at this meeting.

Information

Families will receive information on other activities planned throughout the year in the form of letters, invitations, newsletters and the Executive Principal's annual report. Parental permission is sought for out of school activities and permission slips completed and returned to the school.

Date Policy Reviewed

| Updated | Changes | By | Version |
|----------------|-----------------------------------------------------------------------------------------|-----------------------|---------|
| July 2006 | Unknown | Marion White | v 1 |
| August 2007 | Unknown | Marion White | V1.1 |
| September 2008 | Unknown | Marion White | V1.2 |
| September 2009 | Unknown | Alan Day | V1.3 |
| September 2010 | Unknown | Alan Day | V1.4 |
| September 2011 | None | Alan Day | V1.5 |
| September 2012 | None | Alan Day | V1.6 |
| May 2013 | Changed to conform to Children's Home regulations | Alan Day | V1.7 |
| March 2014 | Changed to conform to Children's Home regulations updates | Alan Day | V1.8 |
| October 2014 | Updated to accept Emergency Admissions to children already at St Joseph's | Alan Day | V1.9 |
| April 2015 | Updated to reflect changes in new Children's Home Regulations 2015 regulation 16 | Alan Day | V1.10 |
| April 2016 | Updates on Missing Children and PIR sensors, Qualifications, Job Titles | Alan Day | V1.11 |
| September 2016 | Update on Job Role Names, removal of reference to internal CCTV, update in single rooms | Alan Day | V1.12 |
| October 2016 | Education Section update | Simon Jaggard | V1.13 |
| January 2017 | Comprehensive overview | Alan Day | V1.14 |
| October 2017 | Change on page 17 new pathway names | Annie Sutton | V1.15 |
| April 2018 | Comprehensive Overview Inc. changes to Head of Safeguarding Role | Alan Day | V1.16 |
| January 2019 | Comprehensive overview inc changes to include new charity status | Alan Day | V1.17 |
| January 2020 | Comprehensive overview | Alan Day/Lizzie Hurst | V1.18 |
| September 2020 | Changes to bed capacity, changes to job titles and minor word changes | Alan Day | V1.19 |

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|----------------|-------------------------------------------------|----------|-------|
| February 2021 | Changed to reflect change of registered numbers | Alan Day | V1.20 |
| September 2021 | Changes to admissions and trustee information | Alan Day | V1.21 |
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