

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

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

Statement of Purpose

St Joseph's Specialist Trust – Children's Home

(Registered Provider - 2502382)



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

Reviewed: August 2026
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

The Children's Home within St Joseph's is for young people aged between 5-19 who also 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 Executive Principal is the Responsible Individual for the children's home. Overall responsibility for admissions to the home lies with the Registered Manager.

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 is an integral part of St Joseph's.

The associated needs experienced by those with learning difficulties (e.g. behavioural and communication, ASD, 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.

St Joseph's children's home 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.

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. We value 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.”

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.

CHILDREN'S HOME AIMS

To 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 homes that are cheerful, welcoming, comfortable, appropriately resourced, 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.

Experiences

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

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. We 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 is 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 with differing communication options.

POSITIVE RELATIONSHIPS

We ensure that communication with families is promoted and supported by all staff. A variety of methods are used to facilitate this including:

- Video calls
- Phone Calls
- Emails
- Link Letters
- Home visits both to their home and their family home

Children and young people are encouraged to meet new people and form friendships at activities with other settings etc. Children and young people attend birthday parties and other social events externally and our 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 6 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 homes have 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 2 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.
- 6 children's bedrooms each accommodating a single individual bed with en-suite facilities
- 1 child's bedroom with a single bed with private bathroom facilities

Shared access to:

- 23 acres of land
 - 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.
- 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 suitability 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 appropriate numbers of staff on duty, reflecting gender balance and experience, to meet the needs of the young people in each home.
- Staff will work closely with in smaller homes or with individual children and young people in order to promote their welfare and safety.
- Staffing deployment enables outside activities to take place, including days out during the week and holidays.
- A link worker system to reflect individual needs as part of daily living plans. This includes a link worker for education and therapy.
- Individual children and young people's needs are identified through: Initial matching and suitability assessments, 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 meetings; robust handovers, social worker and family input and due regard to each child or young person's opinions. This information is available within NOURISH to promote consistency.
- 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 – Dominic Gorton)
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

Proposed Registered Person - Andrew Pusey
St Joseph's Specialist Trust
Amlets Lane
Cranleigh
Surrey
GU6 7DH
01483 272449

Qualifications –QCF Level 5 Diploma in Leadership for Health
and Social Care and Children and Young Peoples Services
(Children and Young People Residential Management)

COMPLAINTS

St Joseph's has a detailed complaints policy that can be found on the website and intranet.

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.

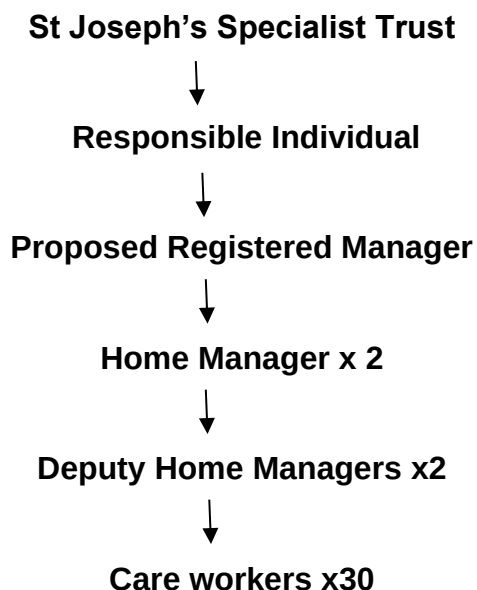
THE STAFF TEAM AND THEIR QUALIFICATIONS AND EXPERIENCE

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 Managers 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 Home Managers all have or are working towards the QCF level 5 Diploma in Health and Social Care.

The proposed 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 requirement that staff both receive and take part in the supervision process. Supervision is provided by the Proposed Registered Manager, Individual Home managers, Deputy Home managers. Formal supervision is regular with sessions every 8 weeks. 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 line manager every 12 months, which reviews progress over the past 12 months and sets personal/professional work targets and actions for the coming 12 months.

Training:

All new staff receive Induction training following the Care Certificate model. Training also includes Team Teach, Safeguarding, Fire Safety, Medication Administration, Makaton, Manual Handling, Continence Training, Care Certificate 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.

We are committed to developing staff and actively encourages training that benefits children and young people's progression and development. In an environment that is reflective and enables everyone to thrive and flourish.

ADMISSIONS

The offer of a place is dependent upon the following:

1. The careful determination of the needs of the child or young person. Matching to other young people within the home. Ensure staff skills and experience meet the young person's needs.
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. All children and young people are fully prepared for their move to the home.
8. Children and young people already in the home are prepared for their arrival.
9. The Registered Manager has the ultimate decision on placement within the children's home
10. Young people can come on weekly, termly or 52 week packages
11. After admission all children and young people are given and have explained to them in a communication style most suited to their needs:
 - 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.

SAFEGUARDING

St Joseph's has a Head of Safeguarding who oversees both Care and Education. St Joseph's Safeguarding Policy is on the organisation website.

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. Every 3 months

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:

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 can access via NOURISH 'Working Together to Safeguard Children 2026' document.

All staff have received the 'Keeping Children Safe in Education 2025 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.

The Designated Safeguarding Teams is:

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

Nick Durling – Head of Safeguarding, (Deputy Designated Safeguarding Lead)

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

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

Hayley Rabson – Deputy Head of Inclusion (Deputy Designated Safeguarding Lead)

Monika Ryzinska – Deputy Head of Education (Deputy Designated Safeguarding Lead)

COUNTERING BULLYING

Bullying behaviour is not tolerated at St Joseph's.

We provide 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.

ARRANGEMENT WHEN CHILDREN AND YOUNG PEOPLE GO MISSING

We have 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 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 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 staff, 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.

EDUCATION

All of the young people living in our homes will have diagnoses and assessed have moderate, complex or severe learning disabilities. As one aspect of providing equal opportunities we believe that they should to be treated according to the principle 'person first, disability second'; that is: they must 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 difference and needs and 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 specific needs.

Each Young Person 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 EHCP 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 therapists join the young people in their home or are taken for 1-1 sessions 1 evening a week for 1 hour this is supported with staff from the home. The care team will seek support and advice from the therapy team when needed, this is actioned via the weekly welfare meetings

CONSULTATION WITH CHILDREN AND YOUNG PEOPLE

Children and young people are consistently encouraged and supported to make decisions about their individual lives and the care and support they receive within the home. 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.

POSITIVE 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 year. 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 12 out of 15 correct answers to pass. The questions are on topics covered during the course.

We have access to 6 Team Teach tutors, 4 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)

We intend to be a caring child focussed 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 maintain respect for others and their property.

We will encourage each Young Person to take responsibility for their own behaviour as well as helping them to understand the consequences of their actions.

Within the children's home's we will support and encourage an atmosphere 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 used must be:

1. Relevant to that child.
2. Understood by that child.
3. For that child only.
4. Restorative in nature

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 are no electronic and other surveillance techniques used within the homes

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.

Within the homes we use door sensors at night that alert a sleeping-in on call member of staff, Waking night staff when a child or young person has left their room. Sensors are only used where there is an identified need to do so.

There is a risk assessment when these are used and this is reviewed every 3 months to ensure that it is still required.

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

All the staff in the Children's Home are committed to on-going, regular, two way communication with Families.

Contact arrangement with family, friends and significant others

Our 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 Letters

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

Families are requested 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, external stakeholders 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

Regular meetings are held with parents, Local Education Authorities and external stakeholders 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

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
September 2022	Update on dates	Alan Day	V1.22
January 2022	Change to chair of trustees and safeguarding team	Alan Day	V1.23
January 2024	Update to reflect Working together to safeguarding children 2023 update to staff numbers and names	Alan Day	V1.24
February 2024	Update to reflect new registration of up to 10 places	Alan Day	V1.25
April 2024	Update to reflect 9 bedrooms are now en-suite	Alan Day	V1.26
September 2025	No Changes	Alan Day	V1.27
March 2026	Comprehensive overview including update to reflect number of bedrooms and houses. Changes to management structures and number of staff. Update on Job Roles and names.	Andy Pusey	V1.28
August 2026	Comprehensive review of document.	Andy Pusey	V1.29