



**Livability Victoria  
Children's Home  
Statement of  
Purpose**

**Reviewed May 2018**



## Table of Contents

1	Caring for Children .....	6
1.1	The Range of Needs of Children: .....	6
1.2	Underlying Principles .....	8
1.3	Our Ethos and Purpose of Victoria Children’s Home and The Outcomes We Seek To Achieve For The Young People In Our Care.....	9
1.4	The Primary Aims of Livability Victoria Children’s Home Summarised As Follows:.....	10
1.5	Location of The Home .....	12
1.6	Young People Accommodated at Livability Victoria Children’s Home.....	13
1.7	Accommodation Offered at Livability Victoria Children’s Home.....	14
1.8	Fire Precautions and Associated Emergency Procedures .....	15
1.9	Our Arrangements to Support the Young People’s Cultural and Religious Needs.....	16
1.10	Arrangements for Dealing with Complaints .....	16
1.11	Complaints by Young People.....	18
1.12	A Complaint about A Staff Member .....	18
1.13	Safeguarding – (Child Protection) Young People In Our Service.....	19
1.14	Preventing Bullying .....	20
1.15	In the Case of A Young Person Going Missing From The Home Or Whilst Out In The Community .....	22
1.16	Views, Wishes and Feelings .....	24
1.17	Consultation and Involvement .....	24
1.18	Privacy .....	27
1.19	Children’s Rights .....	29
2	Education.....	31
3	Enjoy and Achieve .....	32
4	Health and well being .....	34
4.1	Healthcare .....	34
4.2	Nursing Team.....	34
4.3	Occupational Therapy.....	35
4.4	Physiotherapy .....	36
4.5	Speech and Language Therapy.....	36
4.6	Rehab Engineering.....	37
5	Positive Relationships .....	38

6	Protection of Children .....	39
6.1	Monitoring .....	39
6.2	Behaviour.....	39
7	Leadership and Management .....	42
7.1	Contact Details for Livability Victoria Children’s Home: .....	42
7.2	Contact Details for Ofsted:.....	42
7.3	Contact Details for Registered Provider: .....	42
7.4	Board of Trustees .....	43
7.5	Management Team .....	44
7.5.1	Registered Manager: Rhiannon Beer .....	44
7.5.2	Deputy Manager .....	44
7.6	Staff Qualifications .....	44
7.7	Appropriate Role Modelling.....	47
7.8	Quality Assurance .....	47
	Statement of Purpose - Review Date.....	53
8	Glossary.....	54

# Welcome to

# Livability Victoria Children's Home

---

## Provider Details

Livability is a national Christian disability and community engagement charity.

We deliver community projects, disability care services and training that promote inclusion and wellbeing. We also share our expertise internationally. We are an enabling network of people, tackling barriers in society to make the community livable for Young People.

**Mission:** Inspired by our Christian ethos, we work with disabled and disadvantaged people to achieve real choice, independence and opportunity. We do this through the expertise of our staff, the breadth and quality of the services we offer.

**Vision:** We want to see a transformed society where disabled and disadvantaged people can live life to the full.

Livability is a Christian charity that creates choices for disabled people and brings life to local communities. All our services are inclusive and we work with people of all faiths and none.

We value all people. We believe in the equality and unique value of every individual and create opportunities for people to fulfil their potential and live life to the full.

We work together. We work in partnership not just with those who use our services but with their families, local communities and other organisations.



We invest in staff. We value the people who work for us and with us, developing their skills and confidence.

We are professional. We seek to deliver services of the highest quality and constantly seek to improve through listening, reflecting, learning and action.

We exercise responsible stewardship. Making the best possible use of and conserving scarce resources is vital to us.

We challenge injustice. Working closely with disabled and disadvantaged people, we challenge injustice, using our research and expertise to achieve real challenge.

## **Mission Statement**

---

**We want to make a positive difference to the lives of people affected by disability and disadvantage by providing a range of nationally recognised services and by campaigning for change.**

# 1 Caring for Children

Livability Victoria Children's Home is registered with Ofsted for residential places for up to 16 young people aged 5 to 19. The majority of our young people attend the on-site school (Victoria Education Centre). The home caters for a wide range of needs (including complex medical needs) offering a 24 hour service and flexible placements.

***A copy of the Livability Victoria Children's Home Statement of Purpose is available upon request to:***

- a) Those working at the home.
- b) Young people accommodated in the home or those who may be accommodated.
- c) A parent of a young person accommodated or a parent of a young person who may be accommodated.
- d) A young person's Placing Authority.

The Statement of Purpose will be kept under review and where appropriate revised. If this document is revised the Responsible Individual will notify HMCI of any revisions and send a copy to HMCI within 28 days of the revision. The updated copy will be displayed on the company website within 28 days. Following the review and revision of this document the Manager will review and make any necessary changes to the Children's Guide.

## **1.1 The Range of Needs of Children:**

Livability Victoria Children's Home is a specialist residential provision providing residential accommodation for young people with physical and learning difficulties including:

Cerebral Palsy - Muscular Dystrophy -Spinal Muscular Atrophy

Learning Difficulties- Learning Disabilities (mild, moderate or severe)

Complex medical needs including:

Ventilation - Gastrostomy needs - Stoma care – Diabetes – Tracheostomy -

This list is not exhaustive and provides an overview of some of the conditions that we currently accommodate.

We work with children and young people to support them in all aspects of their care, working towards agreed targets, focusing on the personal development of children in areas which present barriers and to achieving outcomes in their placement plan.

Emphasis is put on the young people having fun and enjoying life to the maximum, with activities planned around their individual needs. We pride ourselves in maintaining relationships and working closely with parents/carers, and welcome ideas and involvement.

As part of our commitment to providing high quality services, we constantly strive to meet the targets of improved outcomes for children and young people.

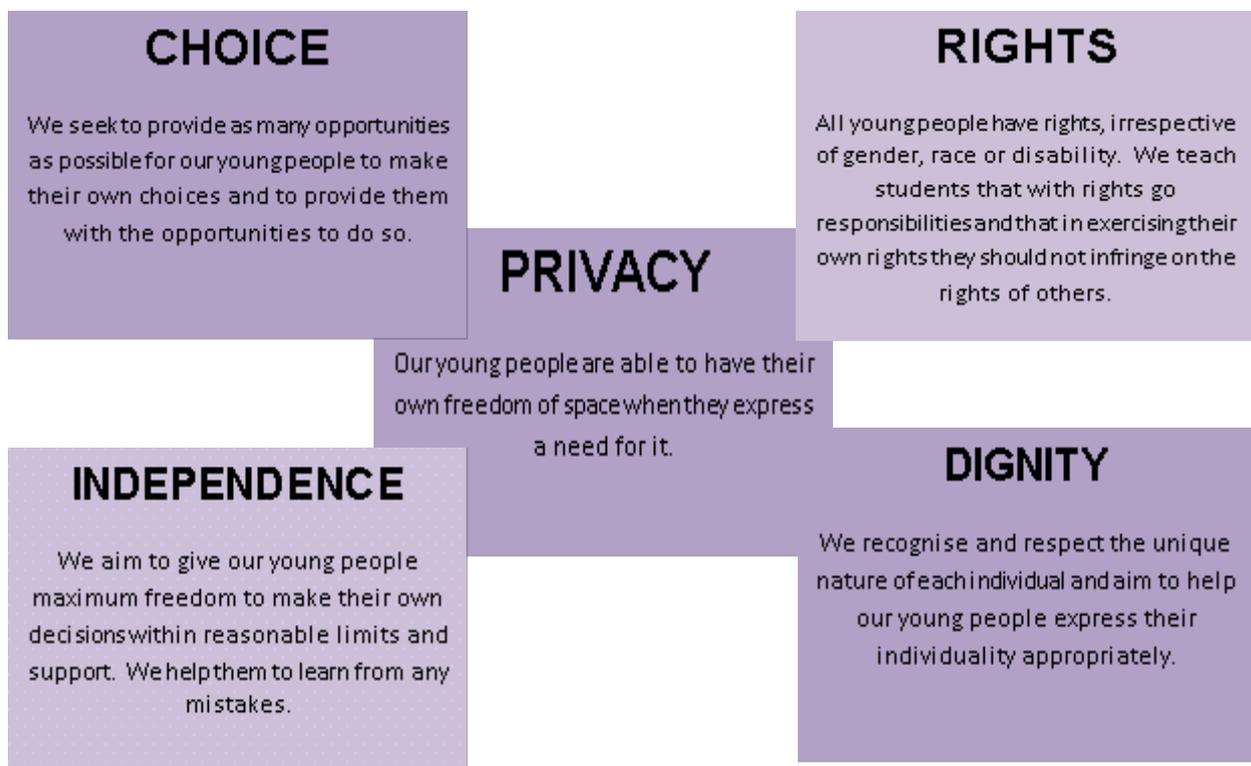
Livability Victoria Children's Home recognises that our young people's opportunities in life may have been reduced by their condition, society's attitude and their 'looked after' status. We work with the young people with the aim to show them that they are valued, that they will be listened to and heard, and have choices and options in life.

Livability Victoria Children's Home aims to establish trusting and supportive relationships, enabling our young people to feel secure and provide meaning and purpose in their lives.

Our aim is that all our young people have the opportunity to grow in a safe and nurturing environment and to work towards their future goals and aspirations and reach their maximum potential.

## 1.2 Underlying Principles

Our young people have the right to expect opportunities for participation, choice, dignity, respect and equality with opportunities for consultation and a voice. Livability Victoria Children's Home abides by the Charter of Rights for Children adopted by the United Nations Convention. We want our young people to feel safe, happy, secure and valued, believing that when these conditions exist effective learning and the development of independence can take place. Our relationships with the young people are therefore governed by the following principles:



### **1.3 Our Ethos and Purpose of Victoria Children's Home and The Outcomes We Seek To Achieve For The Young People In Our Care.**

Through planned, effective support Livability Victoria Children's Home is able to meet the diverse needs of each young person to the highest standard allowing each individual to thrive.

Staff work with the young people to ensure they are happy, healthy, safe from harm and able to develop, thrive and fulfil their full potential. Livability Victoria Children's Home values and nurtures each young person as individuals working with them to build positive and healthy relationships, and establishing strong bonds and attachments. Young people are nurtured with regard to their learning and development and ambitions for their futures as well as ensuring young people's emotional, mental and physical health needs are met. Management and staff work closely with the wider system of professionals for each young person including young people's families.

Our purpose is to provide a caring, safe and therapeutic environment for our young people with additional support from our therapists, and nursing team and external specialists.

Using an underlying Positive Behaviour Management Programme we balance appropriate sanctions with rewards and offer structured activity programs.

Our behaviour management goal is to identify and promote positive interactions that will encourage the building of healthy attachments and recognition of behaviours that are acceptable, providing them with alternative strategies based on their individual needs, their level of understanding and their abilities.

The care provided to each young person is kept under regular review throughout the placement to ensure the young person's needs are being

met. Victoria Children's Home seek to involve the Placing Authority effectively in the young person's care in accordance with the young person's relevant plans and endeavours to secure the services required to meet each individual young person's needs.

#### **1.4 The Primary Aims of Livability Victoria Children's Home Summarised As Follows:**

- To provide a safe, stable and nurturing environment in a warm and homely setting.
- To protect and promote each young person's welfare.
- To treat all our young people with respect and dignity at all times.

We achieve this by:

- Supporting young people in making decisions now and in the future.
- Offering each young person in our care the opportunity to be heard and understood.
- Providing trained, knowledgeable and competent staff.
- Treating all the young people in our care as unique individuals.
- Supporting and encouraging young people to take part in leisure activities and suitable hobbies.
- Promoting the emotional, health, social and educational welfare of the young people.
- Equipping our young people with life skills and independence skills.
- Providing personalised care.
- Enabling our young people to contribute to the decision making process.
- Developing individual health and care plans.
- Supporting our young people to develop positive self-esteem, self-confidence and self-worth.
- Recognising and promoting the rights and associated responsibilities of each young person.

- Ensuring that the cultural and religious backgrounds of our young people are acknowledged and respected.

**\*\*\*This list is not in preferential order and is not exhaustive\*\*\***

Livability Victoria Children's home provides:

- A safe, secure, friendly and harmonious environment that is non-institutional, promoting group living as a positive experience within the home.
- We strive to achieve positive outcomes for children placed at the home, giving young people a voice and enabling them to make choices, access local community resources, develop links with peers locally and participate in social and leisure activities of interest to them.
- Each young person placed at the home is encouraged and fully supported in maximising their education.
- Keyworkers play an active role in supporting the young people, working in partnership with professionals in education, ensuring that children reach their maximum potential
- The home works closely with parents/carers in order to maintain contact and links with family, friends and relatives as deemed appropriate.
- Each child has the opportunity to collate information and materials that they see as significant and develop a personal scrapbooks, through topic work, during their stay at the home, and some young people make up a memory box.



- Each child's health care needs are fully met; they have access to local health care professionals, attending statutory reviews and contribute to the care plan as necessary.
- Ensuring that all children and young people have a voice and which ensures delivery of their social, cultural, emotional, religious, physical and dietary needs are fully addressed and met on an individual basis.
- To lay the foundation for each child/young person to cope with their future as an adult and maximise their potential towards achieving independence.
- To work in partnership with health and education colleagues, other professionals and external organisations known to the child and attend relevant meetings as required on behalf of the child.
- To ensure that the framework for assessment incorporates the social, cultural, emotional, religious, physical and dietary needs of all children so that they are fully addressed and met on an individual basis.
- Our child protection policies and practices are adhered to and staff have access to training and information on any updates, to ensure that children and young people are properly safeguarded.

### **1.5 Location of The Home**

Livability Victoria Children's Home is located in the picturesque area of Branksome in Dorset and sits amongst many acres of beautiful grounds and woodland. The immediate area is residential with access to local shops and amenities which are within walking distance and a full range of leisure and recreational facilities are to be found in both the nearby towns of Poole and Bournemouth. Our location means that we have easy access to various local areas: blue flag beaches, world heritage coastline, and the New Forest.

Livability Victoria Children's Home is also on a well-established accessible bus route and five minutes' walk from Branksome train station.

\*Please note: Branksome train station is unfortunately inaccessible for wheelchairs and therefore the nearest station for access is Bournemouth

The Manager has completed a location risk assessment to identify any risks in relation to the physical environmental, levels of criminality and anti-social behaviour and potential hazards. Additionally the location risk assessment contains information on local schools, hospitals and community access. This in partnership with Dorset Police.

Livability Victoria Children's Home is based at Victoria Education Centre (VEC), located on the second floor of the main school building.

## **1.6 Young People Accommodated at Livability Victoria Children's Home**

Livability Victoria Children's Home is registered to provide care and accommodation for up to 16 young people between the ages of 5 and 19 years on admission regardless of gender. Livability Victoria Children's Home provides flexible boarding arrangements (weekly, fortnightly or termly of up to 52 weeks).

The home specialises in working with young people with a wide range of physical and/or medical difficulties, these can include impairments of hearing, sight and speech as well as mild, moderate or severe learning difficulties.

Each new referral is assessed with regard to the impact of them joining young people already resident at the home.

## 1.7 Accommodation Offered at Livability Victoria Children's Home

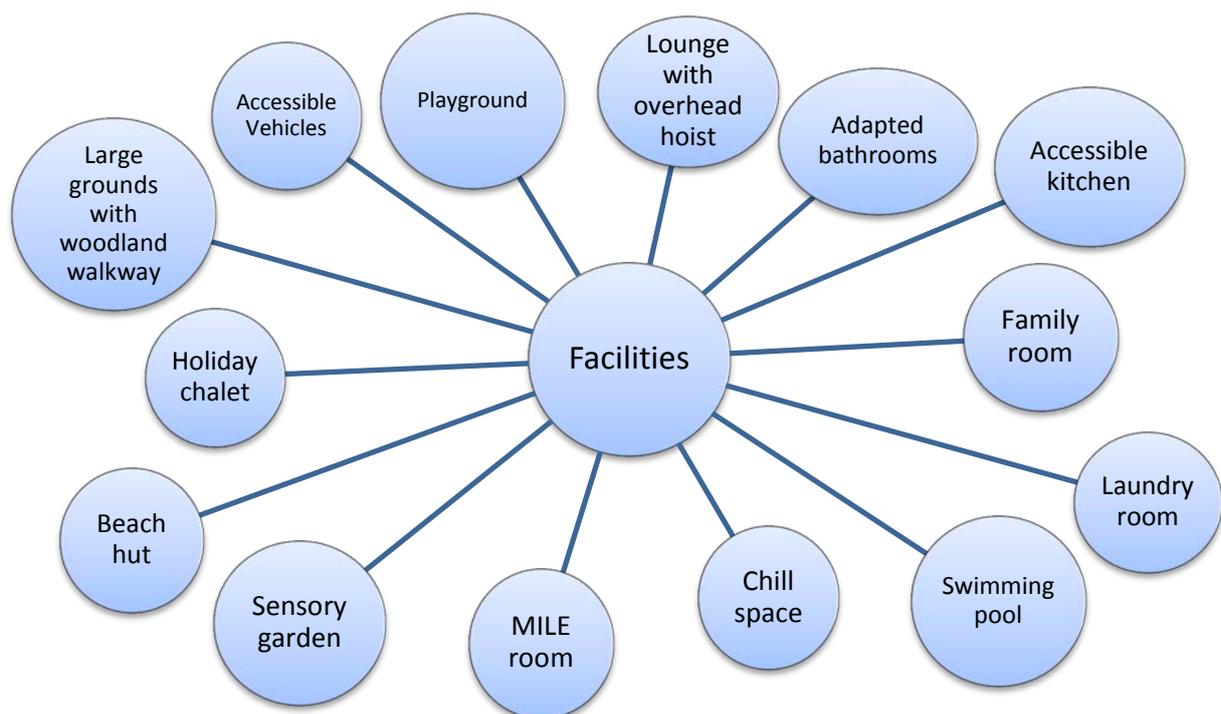
Livability Victoria Children's Home is set up to provide a safe and nurturing environment with comfortable recreational facilities in a welcoming and homely environment, and our young people are actively encouraged to have a say in the look and feel of the home.

The young people accommodated will be provided with their own room which consists of:

- Bed
- Wardrobe
- Drawers
- Blackout blind
- Overhead hoist

Each bedroom can be decorated to the young person's taste.

Any necessary specialist equipment should be provided – based on assessment. In addition there are four specialist bathrooms.



## 1.8 Fire Precautions and Associated Emergency Procedures

Livability Victoria Children's Home has robust fire procedures in place to ensure the safety of all young people, staff and visitors to the home. All precautions are taken to prevent any outbreak of fire, including making arrangements for:

- Detecting, containing and extinguishing fires
- Clear evacuation plans in the event of a fire (Personal Emergency Evacuation Plans)
- Comprehensive checks of all fire equipment both by staff and an external fire officer
- Comprehensive maintenance of all fire equipment by external fire officer

Livability Victoria Children's Home has a range of smoke and heat detectors and fire alarm activation points situated in areas throughout the site. The fire alarm system is tested weekly, using a different call point each time.

Fire drills are practised on a regular basis (at least termly) and at different times during the day and night. All tests and drills and evacuation procedures are recorded in the Fire Log Book which is maintained by the Designated Fire Officer. Each evacuation is reviewed regarding effectiveness and any issues addressed and reports kept.



## **1.9 Our Arrangements to Support the Young People's Cultural and Religious Needs**

Livability Victoria Children's Home believes that a young person's cultural and religious background is fundamental to their identity and should be encouraged and maintained.

We strive towards a positive and active equality of opportunity at all times. No young person will be discriminated against because of his or her religious faith. The home believes that young people should have the opportunity to maintain, observe and celebrate their religious and cultural identity.

The home acknowledges different religious beliefs, cultures and traditions and we have a weekly Faith Group that celebrates this diversity. Staff will encourage young people in their religious and cultural needs, for example, by taking a young person to a place of worship and/or by ensuring dietary requirements are met.

## **1.10 Arrangements for Dealing with Complaints**

We welcome any form of comments, complaints or suggestions that will enable us to reflect on our working practices and enhance the development of the service.

At Livability Victoria Children's Home we use the Livability complaints procedure that staff follow, as detailed below

Any initial complaints should be made informally to staff or the Manager and we will endeavour to resolve most issues raised at this stage.

If the matter remains unresolved complaints should be made in writing to the Registered Manager at:

Livability Victoria Children's Home, 12 Lindsay Road

Branksome Park, Poole, Dorset, BH13 6AS

**Email:** [rbeer@victoria.poole.sch.uk](mailto:rbeer@victoria.poole.sch.uk)

If your complaint is regarding the manager or you would like to make a complaint to Livability then please contact [complaints@livability.org.uk](mailto:complaints@livability.org.uk)

You may request a copy of the Livability Complaints Policy and Procedure at any time.

External bodies or organisations involved in the care and protection of any young person can request the Child Protection Policies and/or the Behaviour Management Policy by either writing to the address above or via email: [rbeer@victoria.poole.sch.uk](mailto:rbeer@victoria.poole.sch.uk).

All complaints, regardless of their source, will be treated with equal formality.

Livability Victoria Children's Home undertakes to respond within 72 hours of first receiving the complaint and investigated. We will then inform you of the outcome of this investigation. All complaints received at the home will be logged in the Complaints file.

In addition, each young person, parent or member of the public can make a complaint known to:

**Ofsted**

Piccadilly Gate, Store Street, Manchester, M1 2WD.

Telephone number **0300 123 1231**.

## **1.11 Complaints by Young People**

Livability Victoria Children's Home provides a professional caring service to young people who, by nature of their difficulties, sometimes find it difficult to voice their complaints. The complaints procedure has been produced in various formats to make it accessible for our young people.

For less serious issues that can be rectified easily we have a "Grumbles Book" where issues can be recorded and brought to the manager's attention, to be dealt with.

Complaints from young people are treated seriously and the complaint will in all instances be passed to the appropriate person. We consider it necessary that any complaint is investigated thoroughly and concluded satisfactorily.

If the complaint is one of alleged abuse then the procedures detailed below will be followed. In addition, the Safeguarding team will be informed in line with Livability Policies and Procedures.

## **1.12 A Complaint about A Staff Member**

If a complaint is received from a young person regarding a member of staff the young person will be supported in completing a Complaints Form, which will then be passed on to the Manager, unless the complaint is about the Manager, in which case the Complaints Form will be passed to the Complaints Receiver.

A member of the management team will be assigned to investigate the complaint. In most cases it will be necessary to interview the young person and member of staff in question in order to establish the facts.

### **1.13 Safeguarding – (Child Protection) Young People In Our Service.**

Safeguarding procedures underpins all the work undertaken within the Livability Children's Home and forms an integral part of the daily responsibilities of staff in respect of protecting children. All children and young people must feel safe and secure.

All staff are vetted in line with safer recruitment guidelines; staff are checked using the following measures:

- Proof of identity (including a recent photograph)
- If a person has previously worked in a position involving work with children or vulnerable adults, verification so far as reasonably practicable of the reason why the employment or position ended
- Documentary evidence of any qualifications which the person considers relevant for the position
- Enhanced DBS (POCA)
- At least two references (one of which must be a previous employer)
- Right to work in the UK
- Certificate of good conduct – if been abroad in the last 5 years
- Health clearance
- Whole employment history and breaks in employment
- Staff suitability declaration
- New staff are invited to an establishment visit and young people's views of the potential candidate are recorded.

Staff undertaking interviews receive Safer recruitment Training.

Access to Livability Victoria Children's Home is via tensor passes to ensure that no-one gains unauthorised access.

Livability Victoria Children's Home is committed to ensuring that all staff are aware of child protection procedures and have at least annual updates, including:

- Understanding what constitutes abuse
- Recognising abuse or the possibility of abuse
- Responding by recording concerns fully and promptly

Livability Victoria Children's Home follows the Pan Dorset Multi-agency Safeguarding Policies and Procedures and the Livability safeguarding Policy & Procedure.

### **1.14 Preventing Bullying**

The Livability Children's Home listens to all complaints of bullying to ensure that young people are free from bullying and harassment. Livability Victoria Children's Home follows the Livability policy and procedure on bullying and harassment.

Staff challenge any young person who is displaying bullying behaviour. Staff will work with the young people individually and as a group to help teach them how to respect each other and how to live together. All young people will be supported if they feel they are being bullied by anyone and this is detailed in the 'Get Yourself Heard: How To Make a Complaint' guide.

All concerns of alleged bullying or abuse are dealt with by the senior person on duty and may be reported to the Local Authority Designated Safeguarding Officer (LADO) or Social Services Duty Officer outside working hours. All staff receive training in Safeguarding at induction and this is followed up with annual updates. Senior staff are trained to Level 3 in Safeguarding.

When a young person discloses information they may well begin by asking that the information be kept confidential. It is not possible and forbidden to agree to this as it may be in the young person's best interest that the information is disclosed. It may, however, be helpful to reassure the young person that although you cannot keep it a secret you will help and support them as much as you can because you understand that telling someone is very difficult.

It is important that staff remember exactly what was said and that it is recorded as accurately as possible.

Livability Victoria Children's Home has a system in place to record all concerns regarding safeguarding concerns (CPOMS) and this acts as a record of incidents and follow up actions that have been carried out.

If a safeguarding issue is raised we have policies and procedures in place to follow including a written record of events, an online record to inform National Office of any concerns and Ofsted via online notifications (reg 40).

Within the site of Victoria Education Centre there are three senior staff who are trained Designated Safeguarding Leads (DSL). Within the Livability Children's Home the designated safeguarding lead is:

- Registered Manager

In addition the following staff are trained to Level 3:

- Team Leaders

Our young people can approach their keyworker, team leader, teacher or any person that they trust if they are unhappy. There is a proactive ethos in empowering our young people, promoting self-confidence and giving them as many choices in their lives as possible.

Livability Victoria Children's Home works closely with Placing Authorities and other relevant parties, including LADO, whenever there is a concern regarding a young person's welfare. The Manager will notify the Placing Authority (social worker) and Ofsted regarding any serious events/notifications, in line with regulations.

Regarding accessing the internet and e-safety, young people have access to computers, laptops, etc. The internet system is protected by Smoothwall, a safety mechanism to prevent accessing inappropriate sites. Our young people undertake an e-safety program to inform them of the risks involved in using the internet and subject to a risk assessment, can access other sites.

Confidential information about a young person is shared among our staff group purely on a "need to know" basis and in line with current GDPR guidelines.

### **1.15 In the Case of A Young Person Going Missing From The Home Or Whilst Out In The Community**

The staff duty rota is designed to ensure that a good ratio of adults to young people is maintained at all times, however if a child does go missing:

Staff should take agreed actions to locate the child i.e. a search of home and grounds.

Due to the fact that the children and young people who live at the home are extremely vulnerable If they cannot be located, staff shall **immediately** notify the manager, who must in turn immediately report the incident to the on-call regional manager and the police will be notified.

When notifying the police (using Local Safeguarding Children's board flow chart protocol), the senior managers will provide as much detail as is known about the circumstances leading up to the child being identified as missing. In addition a brief description of the child will be given, including details of what he/she was wearing etc., and the senior manager should stress the vulnerability of the child and inform of any medical requirements.

Staff will ensure that all other children are safe and properly supervised, in accordance with individual risk assessment.

The regional manager and responsible individual will be notified as soon as possible.

A member of management will inform parents and ensure that they are kept fully informed of the circumstances and/ or significant others as well as the responsible authority.

Where children are placed out of county and go missing, the Registered Manager should follow the local protocol - for children's services this is the Runaway and Missing From Home and Care (RMFHC) protocol - and also comply with any other processes required by the placing authority that are specified in the individuals care plan and their RMFHC.

If the child is MISPERED a written notification of the incident will be submitted to Ofsted, as required

A copy of the missing person's policy is located in the home, and can be accessed upon request, and has been agreed with the local police.

If a young person should become upset and absent themselves, the underlying principles are to ensure the young person's immediate safety, to resolve issues which are causing distress as soon as is

practicable and to later teach the young person's strategies for managing stressful situations in a responsible manner.

### **1.16 Views, Wishes and Feelings**

All our young people's care is supported by a Care Plan which identifies routines personal to them, care, health, therapy and risk assessments; it also outlines others involved in the young person's life. Care staff, therapists and medical staff help to formulate and review these plans and meet together with each young person and parent(s) on a regular basis to review progress through Annual EHCP Reviews and ILP meetings and in 6 monthly case conferences.

In addition, the young people are actively encouraged to play a significant part in the planning and running of the home, such as choosing the fixtures and fittings and deciding on the menu choice through their monthly meetings and general requests.

### **1.17 Consultation and Involvement**

All young people are given a copy of the Children's Guide upon admission or before being admitted to Livability Victoria Children's Home and may request a further copy at any time. The staff will give an explanation to each new young person admitted to the home about the Children's Guide, how to make a complaint and support or services are available. These are available in a variety of formats.

Livability Victoria Children's Home ensures each young person has the opportunity to input into the development and running of their home, through open discussion with staff/advocates/independent visitors, but also through the young people's monthly meetings and keyworking sessions. The purpose of these meetings is to plan forthcoming activities, menus and trips out and deal with any other aspect of

residential life that needs to be discussed. The young people have made choices regarding where they would like to reside within the home and wherever possible their wishes are accommodated. The young people regularly comment on the menu and this is fed back to the chef. The refurbishment of the home has been done in consultation with the young people.

Staff members are expected to demonstrate a high level of awareness of the young people's needs and opinions. Wherever possible the young people's wishes will be taken into account when making day-to-day logistical decisions, assessments, care planning and target setting.

Staff ensure that they empower our young people in expressing their wants and needs and ensuring that their voice is heard.

Staff will explain clearly to the young people when their wishes cannot be acted upon and the reasons behind this. The views of the young person, family and social worker is sought through direct face to face contact, telephone, email or use of surveys.

Each young person is allocated a keyworker and a deputy keyworker. Keyworker sessions are encouraged to take place regularly and aim to empower all the young people so that they are able to, voice their opinion, make choices and address any issue's that may affect them within the home. The young people are encouraged to discuss relationships and forward planning for future placements. Young people's thoughts are used to influence their life and well-being both in the home and decisions about their future.

Young people's meetings take place monthly empowering young people to speak out and have a voice; their thoughts and wishes are taken into account and documented to evidence this. Some of their views wishes and feelings we then turn into actions so we can develop and improve our service delivery.

Appropriate methods of communication are used depending on the young person's need.

All young people are encouraged to attend their review meetings. Advice is sought from parents/social workers to ensure that if the young person attends their review, it does not have a detrimental effect on the young person. For young people who choose not to attend their meetings, a 1:1 session takes place with the young person to enable their thoughts and feelings to be written down and forwarded. The young person is then given feedback.

For young people with severe and profound learning difficulties, the staff establish the young person's likes and dislikes through observation and communication plans and in discussion with significant others and advocate on their behalf, enabling them to achieve their full potential in life.

The following approaches are used to enable children to make their wishes and needs known:

- Individual communication aids
- Suggestion box
- Monthly group meetings
- Individual meetings with their Keyworker
- Individual comments made
- Their contribution to Annual Review of EHCP when possible.

## 1.18 Privacy

All young people's records and files are kept securely and confidentiality is maintained at the highest levels at all times. The young people and all team members have been made aware that any significant issues will be communicated to the people who care for them.

Staff operate a "knock and wait" policy before entering rooms unless in an emergency or a young person's safety is compromised.

Livability Victoria Children's home is committed to operating anti-discriminatory practice. It acknowledges that discrimination exists within our society and accept the importance of challenging discrimination and of transforming social care practice, which promote young people's social care and empowers users.

Anti-discriminatory practice is the responsibility of all of our employees. Whilst it is impossible to legislate for people's attitudes, we have an expectation that staff members conform to this policy and all other policies whilst on duty.

We believe that the relationships formed with the young people, colleagues and other professionals should be equal. The welfare of the young person is of primary importance, and the young person's views should be listened to.

We aim to challenge discrimination in any manifestation and to positively promote individuality and diversity.

We positively promote the young person's religion through observance, or places of worship.

We encourage young people to adorn their personal bedroom space and welcome positive images of their race and culture.

We deliver a varied menu which includes foods from different cultures.

We encourage young people to express their individuality and encourage active engagement within the community

We recognise that young people from different ethnic groups may have particular care needs. We also recognise that each individual has differing needs resulting from their disability. Some young people require advice, assistance and support to look at issues surrounding their particular experiences and backgrounds. We see this as the responsibility of all staff.

A young person's sense of identity can become very fragile when separated from their parents, and young people may struggle to retain a positive sense of their own cultural, racial and religious heritage. Livability Victoria Children's Home is committed to ensuring that all children develop a sense of who they are, equipping them to tackle any discrimination they may encounter.

Promoting a young person's identity is an important part of the assessment process when considering a placement for young people at Livability Victoria Children's Home. We seek detailed and accurate information regarding the disability, sex, ethnicity, culture and religion of all young people being considered for a placement.

Livability Victoria Children's Home values young people equally and will not tolerate discrimination in any form. Livability Victoria Children's Home has an Anti-discriminatory Policy and requires all staff to agree to practise in a non-discriminatory manner. Any complaints of discrimination will be investigated and if substantiated, disciplinary proceedings will be invoked. The rights and needs of our young people will always be prioritised.

The principles of anti-oppressive practice and Equality and Diversity are part of our on-going training program for staff.

### **1.19 Children's Rights**

The Children's Commissioner for England promotes and protects children's rights in England. She does this by listening to what young people say about what matters to them and making sure adults in charge take their views and interests into account.

The law says that, in her work, the Children's Commissioner should have particular regard to children living away from home or receiving social care, as set out in Section 8A of the Children Act 2004.

The Commissioner is supported in her work by a team of staff at the Office of the Children's Commissioner. Together, they are responsible for the rights of all children and young people until they are 18 years old, or 25 years if they have been in care, are care leavers or have a disability.

If you are a young person who lives away from home or who receives social care and who needs advice or assistance, you can get in touch by calling free phone **0800 528 0731**.

All young people are treated with respect and accorded the maximum privacy, personal choice and autonomy within the overall requirements for safety. Young people are seen as young people first, and although the young people at Livability Victoria Children's Home have learning disabilities – the young people are respected as individuals in their own right by all of the staff.

## Children Have the Fundamental Right:

To be valued as an individual
To be treated with dignity and respect
To be cared for as a child first
To interact using their established method of communication
To be offered the opportunity of independence and choice
To be treated according to spiritual / social / cultural needs
To be able to maintain & develop friendships and interests
To develop responsibility for their own actions
To have their questions answered (unbiased)
To feel comfortable
To know about their body and the changes (puberty)
To know what sex they are and that there are others of that sex
To know that sexual feelings are OKAY
To know what is acceptable and is not (to be given reasons)
To know it's okay to say NO
To have an advocate
To form relationships
To have the opportunity to learn social skills
To be protected from abuse
Listened to
Being aware of other forms of communications
Staff keep information confidential; , except for situations where the child may be in danger

## 2 Education

Livability Victoria Children's Home is on the same site as Victoria Education Centre. The school offers the National Curriculum that is differentiated, where appropriate, to the needs of each individual student. Whilst the majority of young people attend Victoria Education Centre we also support individuals who attend to other local schools for those with additional needs.

The Children's Home staff support young people in their educational endeavours by liaising with the teaching staff, writing reports, attending meetings and reviews, as appropriate, helping with homework and assisting young people working towards agreed targets.

The keyworkers work with the young person's teacher and class team to understand the current goals set and from this achievable and realistic goals are set, which the home seeks to support. In addition the Home sets half termly topics in line with the school's termly topics to ensure a 24 hour curriculum is achieved.

### 3 Enjoy and Achieve

The young people at Livability Victoria Children's Home have access to a wide range of services, facilities and opportunities both within and outside of the home. Young people are encouraged to try new activities and experiences, taking measured risks and expanding their horizons. Our young people are also encouraged and supported to spend time with their friends both within the home and also from school and their local community.

#### Onsite activities include:

- Sky TV
- Wii
- Playstation
- Computer
- Faith Group
- Sensory Club
- Art Club
- Swimming
- Gardening Club
- Wheelchair football
- Games
- Tennis
- Football and Table football
- Hockey
- Cooking
- Digital Music Club
- Radio club
- Youth Club
- Drama



We realise that everyone has their own specific hobbies and interests and we do our best to support these.

### Outings and things we like to do include:

- Bowling
- Cinema
- Restaurants
- Holidays
- Theme parks
- Longleat
- Football tours
- Monkey World
- Firework displays
- Bike night on Poole Quay
- Crabbing
- Speedway
- Beach
- Forest walks
- Adapted Holiday chalet
- Day trips to London
- Theatre
- Seeing local gigs/concerts



If you live at Livability Victoria Children's Home we will organise a holiday once a year. Young people will be able to go on city breaks and overnight trips if they wish.

Livability Victoria Children's Home has access to its own accessible transport. The young people are also encouraged to access public transport with the support of staff, and they are also encouraged to go out for walks in the local area.

## **4 Health and well being**

### **4.1 Healthcare**

As part of the admission process we will ensure each young person is registered with a local doctor, and can arrange a local dentist and optician, if parents wish. During the young person's stay, regular checks with these practitioners will be arranged. All appointments and check-ups will be recorded. If young people refuse to attend health appointments staff will work with the young people to find out the reasons behind this and support the young person in attending their necessary health care appointments.

### **4.2 Nursing Team**

At Livability Victoria Children's Home we registered nurses and health care assistants (HCA's) who are competent in assessing the needs of individuals and providing holistic care in an ethical and compassionate manner.

This team work closely with the young people who have a range of health needs such as enteral feeding, tracheostomy care, ventilation and suctioning, and stoma care. Young people who have allergies, Asthma and conditions such as Epilepsy and Diabetes are closely monitored and protocols are in place for appropriate treatment. They also work closely with a range of multi-disciplinary health professionals both within VEC and in the wider community.

In addition, they provide specific training in Epilepsy, gastrostomy feeding, tracheostomy care and other procedures to members of staff who work with young people with these specific needs. Training is updated annually or more frequently if necessary and staff competency is monitored and recorded to ensure safe practice.

Medicines for young people are kept in a locked cabinet in the clinic. Medicine trolleys, when not in use, are attached to the wall for security (as per guidelines). Older young people work towards taking responsibility for managing their own medical needs which is thoroughly risk assessed prior to authorisation. All administration of medication is recorded in accordance with the Medication Policy.

Nurses also support our young people with questions regarding healthy living, fitness and nutrition, and relationship and sexual health education. There is a programme in place to ensure sound knowledge on which the young people can identify issues such as appropriate touch as part of our Safeguarding programme. This work is supported by the keyworkers and other support workers.

Therapy is also an integral part of the work we carry out. Assessments undertaken by the therapies teams inform guidelines used by the support staff, such as the Eating and Drinking Guidelines and Moving and Handling Guidelines through Personal Handling Profiles.

### **4.3 Occupational Therapy**

The current Registered Manager is a registered Occupational Therapist and works with the young people within a residential setting. In addition the young people who attend the school have a named Occupational Therapist.

#### 4.4 Physiotherapy

Each young person attending the school will be allocated a named Physiotherapist and liaison regarding therapy programmes, potential surgery and post-surgery care, orthotics, wheelchair issues and postural management will take place with the young person and their key worker so that their therapy forms part of their 24 hour package of care.



#### 4.5 Speech and Language Therapy

Each young person attending the school will be allocated a named Speech and Language Therapist who carefully monitors the progress of the students with their development of language and communication. Liaison regarding communication issues, use of low tech communication books or high tech devices such as iPads and Eye Gaze products, environmental control systems, learning Makaton to follow through the Communication Charter, as well as Social Use of Language Programs (SULP), is followed up by the key workers and supported within the home. The staff also use touch cues to enable those individuals who have limited receptive language skills to understand what's going on around them and what is happening next. We also have experience of cue cards and social stories to support our young people.

For those who attend local schools, the staff will liaise with the therapists there to ensure consistency and that the young people's needs are met appropriately.

## **4.6 Rehab Engineering**

Livability Victoria Children's Home is extremely fortunate to have an onsite Rehab department who support our young people in all matters, including mending wheelchairs and creating bespoke solutions to meet individual needs. There is workshop on site to allow the manufacture, adaptation and alteration of a wide range of specialised equipment.

Independent consultant clinics are held on site, including orthotics, wheelchair clinics, orthopaedic consultants, dietician, psychologist and paediatricians. Staff support the young people in attending these by writing reports, attending appointments as necessary.

## **5 Positive Relationships**

It is imperative that home and schools work in partnership.

We have an open door policy and parents and carers are welcome to visit at any time. The home welcomes as much contact as possible and encourages telephone contact/email/Skype/Facetime. Any restrictions and limitations to contact are set out in the young person's Placement Plan and are reviewed regularly.

Livability Victoria Children's home will support contact arrangements for any young person, including transporting them to and from contact if this is to be held away from the home. The home has a designated family room with toys for younger siblings and relatives to ensure that our young people can meet friends, family or other guests in comfort and privacy.

Parents and carers are encouraged to take as active a part as possible in the work and life of Livability Victoria Children's Home. Contact is achieved through Parents' Consultation Evenings, attendance of various meetings and home/school contact books and events including the Christmas Fayre and Summer barbecue.

## **6 Protection of Children**

### **6.1 Monitoring**

Some of the young people are prone to seizures and other medical conditions requiring close monitoring. There is a call button facility in each bedroom for young people who are able to use such systems. In addition night staff make 30 minute checks during the night for all young person unless they have expressly requested not to be monitored.

For those young people who require regular monitoring and are unable to call for assistance, we have non recording audio/visual surveillance systems. Permission to use audio/visual surveillance is requested from parents via the Residential Permission Request form found in the 'All about me' booklet completed on admission.

### **6.2 Behaviour**

Staff support and help young people to develop and benefit from positive relationships based on mutual respect and trust and help young people to understand what acceptable behaviour is. Staff work towards meeting each young person's behavioural and emotional needs as set out in their relevant plans helping each young person to develop socially appropriate behaviour. Staff encourage young people to take responsibility for their behaviour and address inappropriate behaviours both inside and outside of the home.

Positive behaviour is reinforced, praised and encouraged and poor behaviour is challenged and discussed with the young people. Staff work with each young person to develop and practice skills to resolve conflicts quickly and positively, and clearly communicate the expectations around their behaviour, ensuring the young people understand these expectations.

Young people are supported to build safe, stable and secure relationships with the staff team in order to help develop secure attachments.

**Incentives/Rewards** – goal setting is used as a positive reinforcement of boundaries where rewards can be gained for achievement.

**Sanctions** – A loss of privilege is used to reinforce a boundary that is consistently broken.

It is acknowledged that sanctions, if used, must be:

- Appropriate to the situation and particular needs and understanding of the young person
- Very clear as to what it is for and whenever possible given and served within a reasonable time of the misdemeanour occurring
- Consistent throughout the staff team for similar or related events
- Seen to be fair and discussed with the young person
- Reviewed for the effectiveness of the sanction
- Recorded in the sanctions book
- Livability Victoria Children's Home has a Positive Behaviour Management Policy and a specific plan Positive Behaviour Management Plan (PBMP) will be drawn up if required to ensure consistency in approach from all involved.

All staff complete a Behaviour Management induction and attend a Conflict Management course under the licensed provider, Maybo. There is a staged approach to training staff and all staff are trained in Conflict Management and Resolution Skills. Stage One is a full one day conflict and resolution course. Stage Two covers disengagement and guiding skills and is regularly updated.

Livability Victoria Education Centre employs a Behaviour Support Co-ordinator who oversees the review process of Positive Behaviour Management Plans (PBMP).

The PBMP is detailed and contains all potential risks and the level of risk that young person displays and this is linked to their risk assessment.

The plan also contains the following:

- What the young person responds negatively to
- What their triggers are
- What may set off their negative behaviours
- What the young person responds positively to
- Behaviours displayed by the young person
- Preferred supportive strategies
- De-escalation skills to use
- De-briefing process

There is a system in place to record any incidents (IRIS), and from this data trends are highlighted and this provides an overview of the effectiveness of the plans which are regularly reviewed.

We will only use restraint as a last resort, by those suitably trained. Restraint must always be necessary and proportionate and only in the purpose of preventing:

1. Injury to any person, including the young person
2. Serious damage to property of any person including the young person

If such an intervention is required, this is recorded and reviewed, post incident.

In addition, as per regulations a report would be submitted to Ofsted, in the event of any restraint.

## **7 Leadership and Management**

### **7.1 Contact Details for Livability Victoria Children's Home:**

Livability Victoria Children's Home, 12 Lindsay Road, Branksome Park,  
Poole, Dorset BH13 6AS

Tel: 01202 763697

Fax: 01202 768078

Email: [rbeer@victoria.poole.sch.uk](mailto:rbeer@victoria.poole.sch.uk)

### **7.2 Contact Details for Ofsted:**

Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Tel: 0300 123 1231 Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### **7.3 Contact Details for Registered Provider:**

Livability, 6 Mitre Passage, Greenwich, London, SE10 0ER

Tel: 020 7452 2000 Fax: 020 7452 2001 Email: [info@livability.org.uk](mailto:info@livability.org.uk)

Registered Charity Number: 1116530 - Registered in England Number:  
5967087

#### 7.4 Board of Trustees

<b>Board or governing body members, partners and Nominated Individuals</b>	
Full name: Caroline Armitage Role: Trustee Any additional responsibilities : Chair of Board of Trustees and Chair of the Performance Advisory Group	Full name: Sally Chivers Role: Trustee Any additional responsibilities : Chair of Services Sub -Committee
Full name: Kate Clare Role: Trustee Any additional responsibilities : Chair of Safeguarding Board and Vice Chair of Board of Trustees	Full name: Anne-Marie Costigan Role: Trustee Any additional responsibilities : Link Trustee at VEC LGB
Full name: Keith Hickley Role: Trustee Any additional responsibilities : Chair of Finance & General Purposes Sub - Committee	Full name: Reverend Agnita Oyawale Role: Trustee
Full name: John Robinson Role: Trustee Any additional responsibilities : Chair of Audit Sub-Committee	Full name: Brian James Role: Trustee Any additional responsibilities : Link Trustee at Nash LGB
Full name: David Bentley Role: Trustee	Full name: Nicola Tallett Role: Trustee
Full name: Craig Philbrick Role: Trustee	Full Name: Hannah Foster Role: Trustee Any additional responsibilities : Chair of Remuneration Sub-Committee
Full Name: Jane Percy Role: Director of Operations Responsible Individual for CQC and CSSIW	Full Name: Rob Townsend Role: Director of Operations Responsible Individual for Ofsted

The Responsible Individual acts on behalf of the organisation and demonstrates to Ofsted how he/she meets the requirements for registration. The Responsible Individual must also demonstrate on behalf of the provider that the proposed establishment or agency can meet the relevant requirements set out in legislation.

## **7.5 Management Team**

The Registered Manager is supported by the Deputy Manager and team leaders, who oversee a team of support workers, including the night staff team.

### **7.5.1 Registered Manager: Rhiannon Beer**

Rhiannon has a degree in Occupational Therapy (BSc Hons), a Post Graduate certificate in Specific Learning Disabilities and is currently studying for her Level 5 Management Award and Child and Adolescent Counselling certificate. Rhiannon has passed her Level 1 Sensory Integration certificate and Safeguarding Level 3 certificate. Rhiannon has 23 years' experience working at Victoria Education Centre as Head Occupational Therapist and is a Moving and Handling Trainer for the Livability Victoria Children's Home.  
[rbeer@victoria.poole.sch.uk](mailto:rbeer@victoria.poole.sch.uk)

### **7.5.2 Deputy Manager**

Post currently being filled

## **7.6 Staff Qualifications**

The staff team have either obtained their NVQ Level 3 in Children and Young People or are enrolled onto the new course, the Diploma Level 3 in Children and Young People. We also have bank staff who are available to cover staff holidays and sickness or when we need additional staff to look after our young people. Having a team of bank staff offers consistency for the young people as the bank staff will be familiar with the young people.

Other staff qualifications and gender mix is detailed in Appendix 1.

For a copy of Appendix A please email: [htucker@victoria.poole.sch.uk](mailto:htucker@victoria.poole.sch.uk)

We also use a local Agency to support the running of the home at times. We request that regular staff are sent to ensure consistency.

It is the aim of Livability Victoria Children's Home for all staff to be trained to Level 3 in line with the Children's Homes Regulations and where appropriate Level 5, as well as receiving specialist training appropriate to the service needs.

All new staff undertake a comprehensive induction training programme. Some of our training courses are listed below:

- Maybo (restraint and de-escalation)
- Fire Safety
- First Aid
- Health & Safety
- Food Hygiene
- Medications
- eSafety
- Safeguarding
- Moving and Handling
- Risk Assessment

***\*This may vary and is not exhaustive***

During the first two weeks of employment new staff are mentored by an experienced staff member and thereafter receive regular supervision. In addition, new staff also have to complete a training programme during a six month probation period. This period of time may be extended if required.

Appraisal and Personal Development Plans are completed in line with the Supervision Policy and conducted annually with regular reviews to ensure the completion of actions.

Training is provided either in-house with our own trainers or with external trainers, or by attendance of external courses or conferences. All staff are encouraged to undertake continuous professional development.

Each member of staff has a Professional Development and Workplace Learning Portfolio to provide evidence of training, supervision and appraisal.

Our residential support workers work to a fortnightly rota. The home has a separate night support team that consists of waking staff and a nurse or health care assistant on duty all night.

Each young person has a keyworker who takes particular responsibility for ensuring that the young person's welfare and well-being remain a priority. They represent a consistent and stable influence in the life of individuals and ensure that all of our young people experience a high standard of care.

Keyworkers have particular responsibilities including:

- Being the first point of contact for enquires about individual young people.
- Liaising and ensuring good communication with parents/carers/education/therapists and relevant bodies, where necessary.
- Establishing care plans and using the information to work with the young person to set and work towards meaningful targets.
- Ensuring that accurate and comprehensive records are kept and maintained.
- Writing reports and attending meetings.
- Helping each young person compile a book of their life history which is meaningful to them and reinforces their sense of identity and self-worth.

- Spending regular and quality personal time with the young people, ensuring that living at Victoria Children's Home is purposeful, developmental and fun.

The Manager meets with the Team Leaders fortnightly, and team meetings are held monthly providing a forum for sharing information, specific training to update their skills and knowledge in line with the needs of the service and discussion of new initiatives.

### **7.7 Appropriate Role Modelling**

Livability Victoria Children's Home has a diverse staff team of different ages and different cultures and act as a positive role model for the young people. We provide a caring, homely and safe environment where young people are able to progress in all aspects of their lives.

### **7.8 Quality Assurance**

Livability Victoria Children's Home seeks to ensure that all aspects of the home's work are monitored and reviewed in order to assure high standards of care for our young people. The home will continue to seek the views of our young people, their parents, carers, our staff and referring agencies to improve our quality and performance. The home has regular visits from an independent visitor and monthly Regulation 44 visits are carried out. The findings are produced in a written report, in line with Ofsted guidelines. These are used to continue to monitor and improve the service and a Reg 45 report is completed on a six monthly basis and sent to Ofsted.

### **Care Planning**

Livability Victoria Children's Home aims to ensure that young people are only accepted if the placement is deemed to be wholly appropriate and if staff, parents, the referring agencies and where possible, young people are

confident that Livability Victoria Children's Home can meet the needs of the individual.

### **Stage 1 – Initial Referral**

A placement enquiry is received either via email or telephone, which may be from a parent, a Local Authority or a social worker. The relevant information is then forwarded to the Registered Manager.

The team will then ascertain the following:

- i) Can we meet the needs of this young person?
- ii) Will the needs of this young person or the specific way of working have a significant negative impact on the existing young people?
- iii) Will the location of the home and its underlying ethos provide an overall positive life and learning experience for this young person?

Providing the answer to (i) is Yes, (ii) is No and (iii) is Yes, we proceed to Stage 2.

### **Stage 2 – Informal Visit**

The initial, informal visit provides an opportunity for us to outline our provision and allows the young person and family a chance to visit and experience at first hand the facilities, meet some of the staff and other young people in our care.

If following the visit the young person and family consider the home is the right placement and we consider it to be in the best interests of the young person to proceed, we then provide information to the family including a copy of our Statement of Purpose, our Children's Guide, and a parental questionnaire – 'All about me' regarding the needs of their son/daughter and move to Stage 3.

### **Stage 3 - Information Gathering**

A formal assessment to establish the needs of the young person involving a tea time visit, a home visit by staff and an overnight stay will be offered. The young person will also be assessed by our therapy team. The information gathered will then form a sound basis for the young person's current needs and ascertain whether we are able to offer a suitable placement.

Care and accommodation may be provided for young people outside the specified age range in an emergency situation when agreed in advance by Ofsted.

NB A home visit is conducted in order to obtain specific information, for example, room layout, equipment and routines, essential to establish in more detail the needs of the young person to ensure the success of the placement.

## **Stage 4 – Preparation of Individual Care Plan/Risk Assessments/Behaviour Management Plan**

Once Stage 3 is complete the young person's Care Plan can be drawn up. This includes:

- All essential information
- Risk assessments
- Moving and Handling Profile
- Positive Behaviour Management Plan
- Feeding and Drinking Guidelines
- Epilepsy Protocol.
- Individual placement objectives

***\* This list is not exhaustive***

## **Stage 5 - Admission**

A date and time will be agreed for when the placement will begin.

Upon admission the young person is welcomed to Livability Victoria Children's Home and will be shown around the home. Each young person is assigned a keyworker and a deputy keyworker who ensures that they receive a welcome pack in their bedroom, including a copy of the Children's Guide and Complaints Guide which will give them essential information about their stay.

Livability Victoria Children's Home is fully aware of the daunting experience it will be for a young person to come to a new home and we do everything to ensure they feel comfortable and secure once here, which involves for example, making safe provision for the young person's valuables.

All young people are consulted about the activities they would like to take part in and will be asked for their choices with regard to the menus. The young person will be assigned a key worker and the key worker will then spend time with the young person to settle them in and get to know them, personalising their rooms and organising their personal items.

***\*\*\*In the case of an emergency placement, the process of admission will be followed however depending on the time frame this may mean that a home visit may not be possible and the introduction into the Home may be a shorter process. However every effort will be made to ensure a smooth and effective transition takes place.***

### **Stage 6 - Reviews/Placement Plans**

Livability Victoria Children's Home reviews each young person's Placement Plan in line with LAC reviews and in consultation with the young person's Placing Authority/social worker, parent or carer.

Livability Victoria Children's Home actively encourages, participates and contributes to any review of the circumstances of any young person. In particular these include, reviews of plans for children and young people "Looked After" by a local authority, reviews of "Children in Need" plans and annual reviews of Statements of Special Educational Need or Educational Health Care Plan.

Livability Victoria Children's Home routinely invite parents or carers and representatives of the relevant statutory agencies to planning meetings concerning individual young people, to ensure a consistent approach is achieved both in the Home and at School.

Young people are able to attend their reviews if they wish and are supported in making a written or pre-recorded statement of their views to be submitted at the review. The use of computerised symbols and technology is available to enable their views to be heard and recorded.

### **Stage 7 – Transitioning From the Service**

All young people of appropriate age will have a Transition Plan developed and agreed with the young person and their families.

Livability Victoria Children's Home offers extensive support to the young person at every stage of moving on; from visiting the new placement to liaising with relevant others to help the young person to settle into their new home.

Any plans will be facilitated in a co-ordinated, planned and informed process.

When one of our young people moves on, we want to make sure where possible this is done in a planned manner and that the young person has a 'leaving do'. We view this as extremely important as it provides an opportunity to reflect on their stay and say their goodbyes to the team and the other young people living in the home. The young person will receive a card and a photo album so they have memories of their stay with us. Our priority is that the transition is a positive experience for all.



## **Statement of Purpose - Review Date**

This Statement of Purpose for Livability Victoria Children's Home will be reviewed again - November 2019.

## 8 Glossary

EHCP	Education and Healthcare Plan
Key Worker	Residential Support Worker (Livability Victoria Children's Home staff)
DBS/POCA	Disclosure and Barring Service/Protection of Children's Act
NVQ	National Vocational Qualification
PSHE	Physical, Social Health Education
DSL	Designated Safeguarding Lead