

Bellevue House

STATEMENT OF PURPOSE



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Horizons
Residential
Childcare
UK Ltd

Welcome to Belleview House - Children's Home

Mission Statement:

"Together, we create a stable, supportive, and nurturing home that upholds respect and dignity, values individual rights, and celebrates diversity."

Our Statement of Purpose describes the benefits that will be enjoyed by the children and young people placed with us. It also outlines the care we provide and how we are organized to provide that care. It includes an overview of the facilities, services, and practices we adopt to make sure that we continuously deliver effective services for the benefit of the children and young people placed with us.

Our ethos encompasses a holistic approach to the care we provide. This includes the provision of a physically safe and comfortable place to live and to safeguard and promote the welfare of each child and young person. In addition, supporting all children and young people in developing their identity and self-esteem whilst supporting and promoting both the social and life skills that will enable them to live safely and productively in the community.

Great care and consideration are given to the matching process when placing children and young people, assessing the potential impact upon others placed and ensuring the staff are equipped to meet the identified individual needs of each child or young person.

"It is our sincere expectation, commitment, and duty to ensure that all children and young people who come to live at Belleview Children's Home find it a positive, safe, and rewarding period of growth and development. We aim to provide a secure base, a nurturing home that can make a 'difference' to enable children and young people to feel safe and achieve more than they ever thought possible."

OUR MISSION STATEMENT

We are dedicated to:

- Supporting a nurturing and developmental environment for all children at all times
- Understanding every child or young person's needs, whatever their ability, is treated with respect, dignity and value.
- Providing a safe, stable, secure, caring, supportive, and welcoming environment; promoting positive relationships between staff, children, and young people.
- Offering choices and supporting children and young people in making positive choices.
- Respecting every child and young person's uniqueness and their individual and personal needs
- Treating children and young people with dignity, respect, and their right to privacy

AIMS AND OBJECTIVES

We aim to:

- Provide a safe and secure environment offering structure and consistency of boundaries to children and young people, coupled with a homely living and loving environment.
- Listen to children and young people and encourage them to be involved in all aspects of their care.
- Provide an open and honest environment for children, young people, and staff allied to promoting and encouraging respect for each other and promoting positive relationships at school and within the wider community.
- Individually tailor care, which may include education and therapy programs, and ensure that the collaborative practices between care and external professionals provide the children and young people with consistency and security.
- Focus on a child or young person's strengths and use these as a basis to create achievable targets that address difficulties.
- Safeguard children and young people and take a proportionate approach to risks that minimizes the risk of harm but also allows them to experience positive growth and development.
- Support children and young people to develop an understanding of the meaning, significance, and consequences of their behaviors, thereby opening up the possibility of change.
- Establish positive and professional relationships, communication, and effective working in partnership between relevant parties that keep children and young people at the Centre of all care planning and review.
- To inform and educate about safe and appropriate positive relationships.
- Assisting the child or young person(s) in maintaining and/or establishing positive relationships with his/her family (where appropriate)
- Supporting and assisting the child or young person in developing skills and knowledge in preparation for leaving the care system where this is appropriate.
- Educating the child or young person(s) on health matters including physical, emotional, and sexual health.
- Celebrating diversity and promoting inclusivity.
- Encourage the child or young person(s) to take part in outings, holidays and activities outside of the home as well as group days out activities which may enhance their self-esteem and social skills.
- To support and advocate for all children and young people whilst working together with the placing authorities, and in conjunction with the care planning and review system to highlight the areas that need working with the child/young person and specifically the key targets or priorities that will be formulated as part of their Placement Plan.

THE CHILDREN AND YOUNG PEOPLE WE CAN ACCOMMODATE

Bellevue House is registered to accommodate six Young people aged 7-17. They may be of mixed gender and may present themselves as having emotional and behavioral difficulties because of trauma, neglect, abuse, anti-social behaviors, placement breakdowns involved in criminal activities, and negative environments. We consider all referrals of the children's and young people's needs on an individual basis. Bellevue House Children's Home can provide care for children and young people including:

- Planned Placements
- Short/medium/long-term placements basis (subject to availability, matching, and impact risk assessment)

Regulation 5 - Engaging with the Wider System to Ensure Children's Needs are Met.

We realise that it is impossible for a children's home to meet every child and young person's needs and therefore recognise the importance and necessity of working as part of a wider team of various professionals from different sectors to be part of the 'holistic approach' to all our children and young people's care.

We work in partnerships with local authorities and Social Workers and record and evidence the work we do in supporting and promoting positive care to maximise positive outcomes for the young people placed.

We advocate and escalate actions on behalf of the child or young people if, for some reason, they do not receive the service or support required to elicit positive change.



Bellevue House, Our Philosophy of Care

The staff team at Bellevue House has a strong philosophy of providing a positive role model, and the messages that can be taken from this are vital in helping children and young people to understand 'difference' and the positive diversity in people. Through time, we aim that children and

young people will begin to recognise their strengths and develop their interests and characteristics, hence building a positive sense of self and confidence, which in turn raises self-esteem.

We believe that change is always possible, and that control lies within the individual. Everyone makes choices, although not always with conscious awareness of themselves or others. Any behavioural change, thoughts, or feelings becomes the basis for wider changes to follow.

We value diversity and seek to enlighten those we work with to demonstrate these values. The environment we create must be a safe and emotional environment to promote change and part of this is physical safety as we will challenge dangerous or threatening behaviours.

We recognize that children and young people are unique therefore, the most appropriate approaches and models of assessment and agreed planning for each child or young person have been utilized. This may be tailored to their emotional state, level of understanding, and age or may even be an approach that captures their imagination, helping them to engage. We also understand that approaches may need to change over time as each child/young person grows and develops both physically and emotionally.

Bellevue House is a safe and supportive environment, where we aim to bring stabilization and provide a 'secure base'. The team at Bellevue House supports and works positively towards developing children and young people. People's individual qualities will allow personal growth and development enabling children and young people to grow to be independent, respectful, and positive adults.

Our principles of care and support are based upon the key principles of privacy, dignity, self-fulfillment, independence, choice, and rights. This is an integral part of our working practices.

ACCOMMODATION, FACILITIES AND SERVICES

A few important factors considered when accommodating children and young people is to provide them with an environment that will make them feel comfortable, safe, and secure. The home has a locality risk assessment in place to ensure that the location remains suitable and fit for purpose.

Bellevue House is close to amenities and has easy access to fields and parks, the beach, shops, leisure clubs, schools, higher education, colleges, and various places of worship that caters for different faith denominations. It is close to the town of Berwick where all key facilities and activities can be enjoyed.

The house is set within a small and quiet residential community. The whole ambience of the home encourages a feeling of warmth, stability, and security. The interior has been carefully planned to give privacy but also enable children and young people to experience a safe and homely environment. It also has a large garden where children and young people can enjoy their surroundings, interact with staff, and play safely without leaving the premises.

Every child or young person has a lockable bedroom allowing for both privacy and security. Bedrooms are fully furnished and provide a space to relax and study privately, all bedrooms have en-suite facilities. Children and young people are encouraged and supported to personalise and maintain their rooms. For safety reasons, staff can gain access to bedrooms and bathrooms if

necessary. Maintaining privacy and respect, staff will, when possible, always request permission before entering a child or young person's room.

THE PROPERTY PROVIDES THE FOLLOWING FACILITIES:

The detached property is set over two floors. The home is on a split-level allowing independent access to both levels, due to the rear of the property being on an embankment. Each Level is self-contained with separate access.

Accommodation comprises of:

6 fully ensuite Bedrooms for children and young people (3 on each level)

2 staff bedrooms (one on each level)

Staff Office

Managers' Office

2 Kitchens (one on each level)

2 living rooms (one on each level)

2 Dining rooms (one on each level)

Bathrooms and WC on both floors

2 Utility Areas

Large Sun room on the upper level

Large garden to the sides, front and rear of the house

Private road to the front of the house

Fire detection system / Alarm

Extensive private car parking on site

External CCTV

As a company, we have adopted an 'open door' approach for all children, young people, and staff members with the ethos of:

- o being open and transparent in approach to care
- o reducing barriers between staff, children, and young people
- o making children and young people feel valued and respected
- o provides a 'homely' feel.
- o provides better relationships and supervision of children and young people

Promoting Anti-Discriminatory Practice in Respect of Children and Young People and their Families and Promoting Children's Rights.

We recognise and promote the rights of all the children and young people living at Belleview House. We openly encourage them to explore their rights, but also to recognise and practice the responsibilities that are associated with these rights.

All children and young people will also have access to an Independent Advocacy Service.

At Belleview House, we actively promote anti-discriminatory practices. It is recognised that this can take many forms as the child or young person can be discriminated against and stigmatised on the grounds of: -

- o Being a 'Looked After Child (LAC) 'Child in Care'(CIC)
- o Ethnic background
- o Culture
- o Gender
- o Religion/Faith
- o Sexual orientation/gender/ identity
- o Disability/Ability
- o Appearance
- o Family background
- o Personal Hygiene
- o Personality
- o Physical build
- o Hair colour, style, looks.

This list is not exhaustive but covers many of the common areas where discrimination can occur, hindering the confidence, self-esteem, and emotional well-being of the child or young person.

Our staff team practices in such a way that will not be detrimental to the understanding, development, or relationship each child or young person may have with their families. Staff also practice the same professionalism when dealing with the children and young people's parents/family, provide them with respect, and do not discriminate against them in any way.

Supporting and facilitating 'positive family time' (contact) is recognised as a crucial element in building positive relationships with the child or young person and adopting a non-judgmental approach, which may further strengthen positive family relationships and relationships with their staff and key workers.

Staff are aware that negative behaviours can present both before and after such family contact and coping strategies will be put in place in helping to deal with the feelings that may arise. The children and young people are also encouraged to share their feelings or discuss and reflect on such family time visits with their key workers and during therapy.

Rights and Responsibilities

Horizons Residential Childcare UK Ltd is proactive in setting the standards for the quality of care provided at Bellevue House. We believe it is essential to clearly identify the rights and responsibilities of children and young people and our staff team.

WE BELIEVE CHILDREN AND YOUNG PEOPLE HAVE A RIGHT TO:

- Be valued as an individual.
- Be treated with dignity and respect.
- Be listened to
- Be safe.
- Be cared for and receive a plan of care that is planned and reviewed regularly.
- Be provided with emotional support.
- Be developed as a member of society.
- Not be discriminated against
- Express his/her opinion freely and have that opinion taken into account in any matter concerning themselves.
- Privacy
- Read what we write and record about young people and have access to appropriate information on request.
- Access to advocacy
- Protection from harm, abuse, neglect, and exploitation
- Education and higher education/ training
- The highest standards of medical and health care
- Leisure, recreational, and cultural activities
- Protection from bullying
- Be treated fairly.
- For friends and families to be made welcome in accordance with their care plan
- Make mistakes and expect new chances.
- Be supported in following any religion they may choose.
- Expect choices whenever they are available.

The team believes that with rights come responsibilities and therefore the staff team expect Young People:

- To work with us towards identified goals.
- To treat themselves, other children and young people, and staff who work at Bellevue House with courtesy and respect.
- To value and look after the physical environment as this is theirs and other children's and young people's home

- Not to bring any drugs, weaponry, equipment, or devices that may be perceived as physically or psychologically threatening to themselves or others.
- Not to hurt, threaten, bully, coerce, intimidate, or frighten anyone at Belleview House
- Young people to share wishes and feelings about living at Belleview House

Supporting the Cultural, Linguistic, and Religious Needs of Children and Young People

Culture is viewed as an essential aspect of the development of the children and young people being placed at Belleview House. Staff are encouraged to cater to these needs positively by further educating themselves and the children and young people by visiting the local community, arranging discussions, and inviting independent speakers to the home as well as identifying positive role models.

Belleview House acknowledges and supports the celebration of all cultures and religious observations. All children and young people are encouraged to celebrate cultural events both at home and within the wider community. This allows children and young people to remain 'in touch' with their cultural values, which in turn ensures that they do not lose sight of their cultural heritage.

Individual placement plans will indicate how religious and spiritual development needs are to be facilitated to encourage and support children and young people to maintain a positive regard for their faith, background, and culture. All are provided with balanced information and advice about their own religion and cultural background, or that of their family. If they wish to do so, children and young people are encouraged and supported to join or confirm their faith. They will also be supported to explore and choose a different faith or no faith at all.

We recognise and embrace diversity, e.g. during mealtimes, and diets, that are adapted to account for the children's and young people's religious and spiritual observances/needs. Birthdays or other celebratory days or occasions relating to children and young people's faith will be given special significance and celebrated as appropriate.

All staff as part of their induction receive training in understanding equality and diversity and as a company, cultures are embraced and celebrated as part of our ethos.

The staff team receives ongoing training to equip them with the skills, knowledge, and tools to understand, support, and manage associated behaviors that are often related to Trauma, neglect and abuse.

Views wishes & feelings standard

Belleview House believes in empowering children and young people to enable them to make informed decisions concerning their lives based on informed choices. Children and young people are at the centre of everything we do, so, we fully encourage their participation in the placement and

plans made for them. Encouraging them to be involved provides them with a sense of self-worth, building their confidence and identity. We encourage all children and young people to take an active part in their care plans.

The staff will ensure that the children and young people are made aware of their rights through discussions and sharing information both on an individual basis and in their house meetings.

Consulting with Children and Young People about the Quality of their Care

The staff team demonstrates a high level of awareness of a child or young person's needs, choices, and views through 1-1 discussions with staff and management, observation, and feedback. Children and young people are encouraged to participate in the day-to-day decisions of their lives and the running and development of Belleview House. This means of consultation not only strengthens positive relationships with children and young people but also forms a crucial element in the development of the services we provide, as well as their suggestions and requests considered.

Staff will use 1-1 and key working sessions on a regular basis to discuss issues and topics relevant to the child or young person's care, planning, and development. We will fully consult with each of them as to what they want for their future and how they wish to be cared for, including a 'Behavior Management Plan' which includes their input on how they wish to be supported and the strategies and consequences to negative behaviours are actioned.

This information is incorporated into their Placement Plan, Individual management plan (ICMP) and Risk Assessments, ensuring that staff are aware of agreed actions when supporting and caring for them. Monthly key work sessions will take place with the child or young person and their key worker. Their progress and development can be discussed, and new areas or targets can be identified, and goals set.

Belleview House encourages regular House Meetings where all children and young people are encouraged to share their opinions, thoughts, and wishes relating to menus, achievements, activities, upkeep of the home, and any issues that they may have may also include a themed section where the children and young people can choose and discuss a topic of their choice.

As we operate an 'open-door policy', the children and young people can freely access the manager to discuss issues, development, and progress and are also encouraged to share their thoughts, views, and feedback. Regular consultation and questionnaires will be conducted throughout the year to obtain feedback on the quality of service provided and ideas and suggestions for the development of the service Belleview House provides. This information will be collated and added to the Regulation 45 monitoring report.

The children and young people can log any concerns, wishes, and feelings with staff daily. They are made aware of the complaints procedure and who to contact if they are unhappy about something. House Meetings and key working sessions are also an opportunity for the children and young people to express their views and opinions.

When an incident has taken place, the experience is reflected upon in a key working session, discussed, and used as a learning opportunity to identify better communication and strategies to help regulate emotions/outbursts and in turn manage anger.

Agreements for consequences of behaviours are done in consultation with children and young people to manage and improve negative behaviors.

The children and young people are consistently encouraged and supported to make decisions about their individual lives as well as the ways in which Bellevue House is run and the quality of their care. We aim to provide as many avenues as possible for our children and young people to make their voices heard through:

- Regular consultation, promoting choices with menus, activity planning, and the development of the home.
- Personalisation of their bedrooms
- Individual key working Sessions.
- Independent Visitors consultation (Reg 44 visitor)
- Talking directly to the Registered Manager
- Monthly monitoring of outcomes in relation to well-being, health, activities, and incidents. Child/young friendly, person-centred Placement Plans and Behaviour Support Plans.
- Involvement in meetings such as LAC reviews, EHCP meetings, and placement planning meetings.
- Access to advocacy
- Access to health provisions
- A clear and accessible complaints and compliments procedure
- Access a cordless telephone to make private calls to family members if appropriate.
- Ofsted Inspectors visits.

The views of children and young people's families and significant others are also considered through organised meetings and the completion of consultation/feedback forms. Our contact with the children and young people's families is at the instruction of the Placing Authorities and reflected in the Placement Plans of each individual.

We believe that children and young people who live in this home should be treated with equality, and their individuality should be always respected. No child/young person will be discriminated against on the grounds of their age, gender, ethnic origin, core beliefs, or sexuality.

Staff at Bellevue House will endeavour to offer children and young people real choices that reflect their age, maturity, understanding, and cultural background at all times. Placement planning will be underpinned by dignity and respect for the individual, and an equal effort will be made to ensure that decisions are taken in the best interests of the child or young person in our care.

All children and young people will have equal access to any services and support networks available to them, and we will be proactive in encouraging them to take advantage of these resources.

Supporting and Facilitating Faith & Practices

Promoting and facilitating a child/young person's faith is an element in developing their identity. We gather as much information as possible as part of the admission process to assess whether we can meet the identified needs of each child or young person. We take into consideration their faith, culture, and first language as part of our matching process.

The Registered Manager and the team will actively seek to promote that child and young person's needs by locating local resources within the home and the community as a whole. For example, religious reading resources and equipment (such as Bibles, Prayer Mats, and Quran etc.) are supplied to meet the religious needs of the child/young person(s) placed in our home.

Each child/young person will be supported to visit their designated place of worship locally, and if required, a member of staff would escort them to facilitate this. As part of each child/young person's development, it is also part of the home's criteria to discuss differences both individually and collectively with the group (at House Meetings). This enables the child/young person to identify with and respect the cultural and racial differences of others within a safe environment.

Making a Complaint

Bellevue House ensures that all children and young people are aware of their rights to:

- o Protection (the right to be safe)
- o Provision (the right to be well looked after)
- o Participation (the right to have their say and to be listened to)

The staff team at Bellevue House are responsible for promoting and safeguarding children and young people's rights, which must be always respected. Each child/young person has a right to dignity, privacy, choice, safety, education, equality and cultural diversity.

On admission into the Home, each child/young person is given a copy of the 'Children and Young Person's Guide', which has details of the "Child and Young Person's Complaints Procedure" as well as other useful information relating to the home. The 'Children and Young People's Guide' will be discussed fully during admission to ensure that they have a full understanding of the house rules and their rights to complain. The Registered manager ensures that all children and young people feel comfortable with the making of comments or complaints and free from reprisals if they choose to do so.

All complaints are taken seriously and are investigated fully. Resolutions are always offered to resolve any issues and alternatives sought in the first instance. Where a child/young person insists that they wish to make a complaint, staff will pass this on to the Registered Manager. If a complaint is made about the Registered Manager of the home, it will be passed on to the Responsible Individual to resolve.

The Registered Manager monitors any complaints or concerns daily, which will also be overseen by the Responsible Individual and Independent visitor during the Regulation 44 statutory monitoring visit. External resources will also be provided If a child/young person wants to complain outside of the home and may include an Independent Advocate or a Social Worker. They may direct their complaints to the Regulatory Authority, Ofsted, or the Children's Commissioner for England. The child/young person will be advised of their right to make a complaint about their care, the home, and any professional working in the home. These numbers and contact details are also included in the Children and Young People's Guide.

Complaints should preferably be put into writing, in a letter, or using a Complaints form; however, other methods may be used, including the use of audio tapes or verbal to staff members to record and document. If assistance is provided to a child/young person in recording or writing their complaints, the record/letter should indicate the name, status, and contact details of the person assisting.



Supporting Children and Young People with their Education and Educational Attainment

We recognise that children and young people coming to Belleview House may have experienced a disrupted educational history often as a result of trauma, family breakdowns, neglect, criminal activity, or moving around to several different placements.

Belleview House does not provide in-house education; therefore, we place great emphasis on working in partnership with schools, alternative education provision, colleges, and local authorities and supporting the child/young person to achieve in this vitally important area.

It is our aim to:

- o Support children and young people in their education and educational attainment to recognise all achievements.
- o Recognise all abilities and support children and young people with Special Educational Needs
- o Promote Learning Opportunities and Independent Living skills.
- o Incentives for educational achievements

Educational targets and goals would be incorporated in their relevant plans which will include their Placement Plan, Education & Health Care Plan (EHCP) and Personal Education Plan. (PEP)

Continuity plays an important part in providing stability and where a child/young person is already attending a mainstream or educational provision, if possible, we will make every effort to support them in developing and maintaining their attendance and self-confidence. Although we do not provide education we will support and facilitate home tutoring provided by the Local Authority or acquire a tutor as instructed in the interim and agreement with the placing authority and Placement Plan. A structured daily timetable can be put in place to provide a routine in the interim.

The staff will ensure children and young people receive every necessary support to complete their homework, reading at home, spellings and to assist in developing independent study skills, whilst incorporating activities that promote opportunities and encourage independent thought and views. The bedrooms at Bellevue House have a study area to encourage private study as well as utilizing the spacious living areas within the home where staff will be able to support, monitor and offer assistance.

Having a holistic approach to all children and young people we support and care for helps us to promote and maintain regular communication with all educational provisions and facilities to ensure their identified and individual needs are met, achieved, and developed.



Developing and Promoting Creative, Intellectual, Physical, and Social Interests

We provide a structured weekly schedule for all our children and young people which incorporates education, homework, group work, and recreational activities, to develop independent and social life skills. All children and young people are encouraged to participate, and staff provide support when required.

Participation in appropriate recreational, sporting, and cultural activities is recognised as a positive tool for the development of self-esteem, self-determination, and self-worth in children and young people. It promotes positive engagement for the children/young people and the staff of Bellevue House, peers, and the wider community.

Children and young people are encouraged and given age-appropriate opportunities to take part in activities and leisure interests that take account of their choices, ethnic heritage, culture, language, religion, interests, capabilities, and levels of understanding.

Bellevue House will always support, promote, and facilitate individual and group interests and encourage new interests enabling a child/young person to develop talents or abilities.

Birthdays, cultural and religious festivals are promoted, celebrated, and planned jointly with the children and young people.

Staff will consult and gain advice and knowledge from Social Workers and those in the wider community who have knowledge about ethnic or cultural groups to ensure that appropriate advice, guidance, and support are available to support the children.

The staff team and young people will plan/organize and experience exciting and varied “fun” activities, residentials and holidays in order to allow young people to make special memories which will be captured within their individual memory books.

The home will welcome friends and family to visit young people living at Bellevue House and where appropriate allow friends to stay over and engage in activities.

Pocket Money, Clothing, and Savings

All our children and young people are provided with pocket money every week. Additional monies can also be earned through our incentive/achievements scheme which forms part of our reward system.

All children and young people are encouraged to save. The company also provides weekly savings that are kept for their future. Clothing money is allocated monthly for each child/young person to purchase new clothes as they need them.

Money for toiletries, haircuts, and items for personal hygiene are provided every month encouraging positive development of self-care, self-worth and raising their self-esteem.

Mobile phone credit is also provided so we are contactable and to keep them safe.



Promoting Health Care, Emotional Wellbeing & Therapy

Healthy bodies and minds are essential for children and young people during their development and for that reason, health promotion is a key area of our care practice and delivery. Each member of staff will work closely with the manager and Social Workers to ensure that our children and young people have detailed, regularly updated health action plans that meet their individual needs as well as provide advice, and services, that support health and wellbeing.

Nutritionally balanced menus and comprehensive activity planners that include and encourage participation of regular physical activities are an important part of our approach to health promotion.

All children and young people are registered with a local GP, dentist, and optician within seven days of being placed. Other health needs are catered for within the local health authority provision. Any specialist service required can be accessed, as and when deemed appropriate, in consultation with the relevant parties.

Staff will actively encourage children and young people to take an interest in their health and well-being, offering guidance, support, and advice where appropriate. Issues such as smoking, sexual health, substance misuse, and emotional/mental health (that can result in risky and self-harming behaviors) will be raised and discussed as appropriate to the needs of the child/young person, and provision of information and guidance will be available in Belleview House.

Smoking is actively discouraged. Smoking or vaping is not permitted within the home and smoking cessation will be proactively encouraged by working with the placing Social Workers and staff.

Children and young people are supported and accompanied when attending their GP, dentist, or other health care appointments, and consultation with a doctor remains confidential if deemed competent. Depending on age and ability, staff will either make the appointments or encourage the child/ young person to make their appointments independently.

Staff complete training in health-related areas within the initial induction programme and throughout each year. These will include Safe Handling, Administration of Medicines, Emergency First Aid in the Workplace, Basic Food Hygiene, Infection Control and Health and Safety. We have a written policy that clearly states our responsibilities and the procedures for dispensing and storing medication. Details can be found in Belleview House's Policies and Procedures Manual.

As part of developing independence, we will assess the children's and young people's capacity to determine if they will be safe to handle their medication. Then we encouraged them to administer their medication. The self-medication process provides a phased programme of supportive observations and assistance for children and young people to develop these skills-by staff who have the relevant training.

Mental Health First Aid

We aim to ensure that all our staff are trained in mental health awareness, and the Manager will identify and support a Mental Health First Aid trained member of staff at Belleview House. Our Mental Health First Aider (MHFA) aims to provide insight and understanding, enabling staff to be kept informed and updated about emotional/Mental Health problems. The purpose of this type of training is to provide the staff team with insight, understanding and the tools to be able to spot warning signs, report and obtain further help, support and develop individuals who may have emotional or mental health issues/conditions, to become resilient, self-reliant, and as independent as possible within a warm and encouraging environment.

Self-Harming Behaviours

Commonly, children and young people will at times display self-harming behaviors or take unnecessary risks which could potentially harm them. Our staff team are trained to recognize the signs and understand this can be a symptom and an indicator of other problems. Anxiety, depression,

feelings of stress, worry, bullying, and feelings of 'loss of control' can result in self-harming behaviors.

Our staff team are warm, caring and approachable and encourage children and young people to build positive relationships to enable them to feel safe and able to talk about their worries and concerns. Key working plays a significant role in supporting a child/young person in managing their feelings and anxieties.

Staff liaise regularly with Social Workers and advocate on behalf of the children and young people to make sure they are referred to for the appropriate services and obtain the help and support they need.

External help and support contact details are provided in the Children and Young People's Guide.

Promoting Sexual Health & PSHE

We believe that children and young people have the right to experience relationships based upon mutual respect, and to be comfortable with their sexuality and development. All Children and young people have a right to make mistakes and learn as part of their development. Belleview House promotes the importance of developing positive relationships and recognizes that sexuality is part of the development and a crucial element in the forming of their identity. Our staff team provides guidance and support and informs our children and young people that they need to:

- o feel comfortable with themselves and their bodies.
- o know how to avoid being in situations that could lead to them being vulnerable or exploited.
- o understand what kind of sexual behavior is okay.
- o be supported and behave responsibly towards themselves and others.
- o understand roles in their lives and how these impact relationships
- o receive information appropriate to their age, needs, and sexual orientation so that they can safeguard themselves and enjoy good sexual health and development.

Our staff team have a non-judgmental approach to their care and practice. Staff differentiate between their own moral and cultural beliefs making sure their views do not impact upon the child or young person, but support, challenge, advise, and provide information about:

- o sexual development
- o where to access information and support

- o maintaining positive sexual health
- o sexual health clinics
- o staying safe (staff C card trained)
- o difference between positive, abusive relationships and domestic violence
- o sexual exploitation
- o Online safety (CEOP ambassador within the team)

Children and young people from ethnic minorities, lesbian, gay, bisexual Transgender, Queer, (LGBTQ) children, and young people (LGBTQ+) are particularly vulnerable to bullying and sexualized verbal abuse. We recognize this and our staff team are trained to understand and accept differences and to be sensitive to a child/young person facing such discrimination and practice in a way that reduces negative impact. Children and young people may also use sexualized language inappropriately, which staff will challenge appropriately.

Sexual health/advice is not just about providing information about sex but also putting this into a context in terms of relationships, emotions, choice, and exploitation.

A sexual Health professional will be sourced as and when required to talk to our children and young people about sexual health and relationships, and staff will also support and encompass this in their key working sessions where appropriate. We will use the support of the LAC nurse to resource as required.

Therapy

Bellevue House works as part of a multi-disciplinary approach to the care of all our children and young people. We recognize and value the benefit, support, and impact that regular talking therapies can have on children and young people and their development. Therapy aids in working through the negative experiences and trauma they may have endured that has affected their emotional health and wellbeing. A therapist can be arranged to meet all our children and young people independently as and when required.

All qualified therapeutic interventions such as psychotherapy and counselling are carried out by a registered practitioner, with a current recognized qualification, and verified as valid with the awarding body or relevant register. This is an additional service we can provide and be incorporated as part of a child's/young person's Placement Plan.

Monthly Reflective Supervision

We recognize working within a residential setting can be emotive and stressful. So, we value our staff team's emotional health and wellbeing. Whereas regular supervision provides support and monitoring of practice, group supervision for staff takes place throughout the year. This will not only assist in supporting the staff to care for the children and young people but will also build team

cohesion and provide a safe space to discuss the impact their behaviors may have on staff and teach them different coping strategies and ways to manage challenging behaviors.

Promoting Family time between Children, Young People, their Families, and Significant Others

“Research has shown that where contact between parents and extended family is promoted (where appropriate) fewer breakdowns of placement occur, and children and young people benefit from these experiences.” ‘Patterns & Outcomes in Child Placement’ (Department of Health)

Family time and contact between children/young people and significant others in their lives is always encouraged and there is space within Bellevue House to facilitate contact.

Contact arrangements will be agreed upon with the Social Worker and will include visiting the home, meeting at external venues, telephone calls, and social media access, all of which are incorporated as part of the Placement Plan.

All visiting arrangements are agreed upon with the placing Social Worker and all visitors will be treated with respect and given a warm welcome and hospitality to enable the development of a positive working relationship with the parents and strengthen the children and young people’s trust in the staff team.

All visitors to the home are asked to identify with staff before entering and staff will always take steps to verify a visitor’s identity if in doubt. All visitors are required to sign the visitors’ book on arrival and departure.

Staff will supervise, support, transport, and facilitate offsites visits as requested and agreed upon as part of the Child/young persons, Placement Plan, this may include neutral venues, contact Centre’s or family members’ homes.

We actively encourage parental and extended family contact whenever appropriate, provided the child/young person or others’ safety and well-being are not compromised in any way. We are able, in conjunction with the Social Worker, to plan on behalf of the child/young person and will both escort and facilitate supervised contact visits if required.

Children and young people are encouraged to make friends and to bring those friends to the home, reflecting an ethos of ‘normal family life’ within the home. This will be managed on an individual basis considering group dynamics, safety, and the wishes of other children and young people, as well as ensuring the friend's parents/support workers have been consulted about arrangements. All contact is reviewed as part of the Placement Plan and Contact Plan.

Positive Key working

The Registered Manager is responsible for ensuring that each child/young person has a dedicated appointed (Named) Keyworker whose role will be to build a positive and constructive relationship with the child/young person they are assigned to.

The key worker has a particular role in advocating on behalf of the child/young person, building a trusting relationship through intensive interaction is responsible for maintaining, updating, and overseeing paperwork pertaining to their assigned child/young person.

The staff team at Belleview House works together to safeguard the care and safety of all our children and young people placed with us. We encourage children/young people to feel comfortable in their surroundings and encourage them to express their views, opinions, and feelings. The staff understands and recognizes the importance of building and establishing warm, friendly, supportive, and positive relationships coupled with a 'safe place', to enable them to express themselves and feel secure.

Responsibilities of the Keyworker include:

- o Acting as a positive role model.
- o Assessing the needs of the child.
- o Supporting children's links with their families and local community, and promoting continued contact
- o Establishing guidelines for behavior
- o Providing emotional support
- o Creating a safe and happy environment in which to live
- o Helping children to access education, health, and leisure services.
- o Providing advice and developing independent living skills to young people in preparation for leaving care/semi-independence.
- o Overseeing the placement planning and recording systems for the children and young people
- o Acting as an advocate for the young person where required.

The Registered Manager will oversee and monitor all key workers and assess them through observation, supervision, and training to ensure that key workers are competent to carry out the duties required of them. Belleview House believes in a consistent team to provide a stable home and secure base for all of our children and young people. Ideally, the keyworker will remain consistent throughout the placement however, the Registered Manager may decide that the keyworker for a child should change if:

- o The child complains that the relationship is not working.
- o The member of staff leaves employment or is likely to be on a long-term absence.
- o The members of staff are unable to establish a positive relationship.

- o The manager believes that the relationship is not in the best interests of the child or the member of staff.
- o An allegation is made/safeguarding measure.

Protection of Children Standard

“Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.” (Safeguarding children and young people and young vulnerable adult’s policy. Ofsted. February 2015)

Safeguarding

Protecting children and young people from harm is our paramount concern. Safeguarding measures are put in place to minimize risk, whilst balancing their adolescent development to manage risks and helping them to reflect and learn from their decisions and choices.

Working together with all involved in the care of each child and young person provides a holistic approach to their care. Good communication practices among the staff team and outside professionals are imperative in the safeguarding and positive placement of every child and young person in our care.

All day-to-day aspects of care are risk assessed, to ensure that all possible risks to the child/young person have been removed or identified and support or preventative measures have been implemented.

Bellevue House staff works closely with local authorities and other services to assess and implement risk management strategies to safeguard and protect each child/young person. They are aware that they can talk to any member of staff on duty at any time and if they feel comfortable around the home and have a good relationship with staff, they are more likely to listen to a staff member when they are trying to encourage them to stay safe. Equally, good relationships mean a child/young person is more likely to disclose/ open to the staff member about any situations that worry, upset, or scare them.

Our safeguarding measures include:

- o Creating and reinforcing an unambiguous culture of quality child/young person’s care.
- o To promote and safeguard the well-being of children/young people in our care.
- o Ensure that any allegations of misconduct or abuse of children and young people are responded to appropriately.

- o Ensure that any allegations or concerns are recorded and reported without delay to the Registered Manager, and to the appropriate authorities as required per regulations/company policy and procedures.
- o Out of Hours/On-call manager is available 7 days a week, 24 hours a day.
- o Raise staff awareness of the signs and indicators of abuse and ensure that staff are supported when raising and reporting concerns.
- o Actively seeking the views of children/young people whilst overcoming any communication difficulties and making sure that they know how to bring things to attention, including information about appropriate external agencies
- o Providing comprehensive and ongoing staff training supported by ongoing one-to-one supervisory meetings and performance appraisals.
- o Readily available policy documents that provides a reference point to all staff
- o Door alarms fitted to external doors which are turned on at bedtime in order to inform staff should young people leave the home overnight.

All staff receive safeguarding training to make sure they are well informed and aware of safe caring practices and reporting procedures that need to be followed. The Registered Manager has undertaken the Designated Safeguarding training and is the Designated Safeguarding Lead for the organisation.

All incidents, disclosures and complaints are recorded and reported to the necessary external agencies and professionals as a matter of procedure, to safeguard the child/young person in question.

Behaviour Management

Behaviour Management Plans (ICMP) are individually tailored and devised with the participation of the child/young person, Social Worker, keyworker, and Registered Manager. Attainable and realistic Goals and targets are discussed, set, and agreed upon by all in attendance. This works in conjunction with our reward system and key-working plan which provides the opportunity for all children and young people to be rewarded for their achievements and positive outcomes. The plan also highlights potential negative behavioural triggers and strategies to use to defuse and manage them effectively.

All staff are trained in Team Teach level 2 and refresher sessions are put in place annually.

The Behaviour Management Plan (ICMP) is regularly revised, and new goals and targets are set to enable the children and young people to progress and modify negative behaviours.

Positive Physical Intervention

When a child/young person is not able to maintain self-control or puts themselves or others at risk of immediate harm, they will be prevented from carrying out such actions. This may involve holding or restraining according to permitted measures, in line with Team Teach approved techniques

We only use physical intervention when a child/young person becomes violent and attempts to endanger him/herself or any other person, or where they will cause significant property damage which may lead to injury.

Patience, verbal de-escalation, and encouragement are always our first courses of action to defuse heightened situations.

It is understandable that on occasion children and young people will test the boundaries to exert their own control as well as display negative behaviors which are usually symptomatic or a reaction to frustration, anger or unable to express their feelings.

Behavioral expectations and boundaries are in place for all children and young people. These are discussed when placed at Bellevue House, during their Placement Planning meeting and is stated in the Young People's Guide. All children and young people are encouraged to discuss their expectations with the staff team and the support they can provide.

It is our duty of care to provide the children and young people with adequate levels of control and to keep them 'safe from harm' at all times.

The use of any physical intervention is always a last resort when other de-escalation techniques have been tried first. All forms of physical restraint will be recorded, justified, and evidenced to be the appropriate form of action for that specific incident.

Great care is taken to ensure that children and young people are helped to maintain a positive and calm environment. There is an emphasis on the young person reflecting on the consequences of their actions and key working provides a positive platform to do this.

Our policy and procedures manual sets out clear guidelines based on the requirements of the Department of Health guidance, regarding the care positive behaviour management of children and young people in Bellevue House. All staff are trained to safely manage and use minimal and permissible forms of restraint. All physical intervention training is a compulsory element of our workforce training and is delivered regularly by professional and accredited trainers to ensure staff remain up to date and competent. Staff do not participate in any form of physical restraint unless they are fully trained.

Rewards and Consequences-Reinforcing

Positive Behaviours / Rewards

Bellevue House actively promotes positive behaviours and believes all children and young people have the right to live in a happy and relaxed atmosphere. Positive behaviors are rewarded and recognized, and the staff promotes this by rewarding positive behaviour through set targets and reward systems. When targets have been met, the child/young person is rewarded with their agreed choice of monthly or weekly rewards depending on their preference and what works well for them.

Rewards and target setting are used as positive reinforcement of boundaries where rewards can also be gained for achievement. This is the preferable alternative to consequences where a loss of privilege or activity is used to address negative behaviour.

Consequences

We aim to reinforce and achieve positive outcomes with rewards and celebrations for positive achievements and behaviors. When devising the Behavioral Management Plan, children and young people will be involved in agreeing on appropriate consequences for their behaviours.

All rewards and consequences will be recorded, monitored by the registered manager, and made available to be viewed by inspectors, Social Workers, and the Independent Regulation 44 visitor.

The systems in place highlight patterns of negative or risk-taking behaviour, if they arise, and once identified, the areas can be addressed and incorporated into the relevant plans.

Following an incident of unacceptable behaviour, a debrief or 1-1 discussion, when possible, will also be carried out with the child/young person to gain their thoughts and views whilst providing an opportunity to discuss strategies to prevent these behaviours in the future.

Consequences if used must be: -

- o Appropriate to the situation and needs the understanding of the child/young Person.
- o Very clear as to what it is for and whenever possible given and served within a reasonable time of the behaviors occurring.
- o Consistent throughout the staff team for similar or related incidents.
- o Seen to be fair and discussed with the child/young person.
- o Recorded on the consequences log and agreed upon by the Manager.
- o Financial reparation must be a token amount and deducted from pocket monies for only a limited period, however initially a restorative option will be made available to the young person.

Surveillance (door alarms, security camera, lights)

Our staff team's priority is to keep our children and young people safe. All electronic systems used are for preventative and safeguarding measures and to enable us to better monitor visitors to and from Bellevue House and to offer reassurance to the children and young people who live here.

Bellevue House has CCTV cameras at the front, side and the back of the property to monitor who enters and leaves the house and its purpose is to safeguard and keep our children and young people safe from harm.

Security lights are situated outside the building to illuminate pathways as an additional health and safety precaution for those darker evenings.

The front and rear doors of the home are alarmed and activated at bedtime, furthermore, door alarms can be fitted to the on-suite young person's bedroom and can be activated if required.

Internet Safety

The internet plays a large part in many people's lives and can be a lifeline for children and young people in care. Not only can it provide access to educational information, music, films, and external support networks, but also can present a risk to a child/young person's safety and emotional well-being. It is important to balance the benefits of the internet whilst recognizing the potential risks for children/young people in care, particularly those who are vulnerable due to early experiences or the instability of being in care.

Bellevue House provides a safe, family environment and we believe internet safety plays an important part in our safeguarding of the children and young people placed with us. We have all the appropriate measures in place to further prevent and protect our children and young people from accessing inappropriate sites and information where possible.

Positive key working, good staff relationships, and an ethos of transparency will help to enable our children and young people to speak openly about any issues and raise awareness of potential dangers.

Staff receive training to develop their understanding, and insight, and promote their awareness of internet safety and the signs and symptoms of other issues that might become apparent because of negative internet use and bullying, trolling, and grooming.

The manager is a CEOP ambassador and will provide regular training around staying safe online. The internet can be turned off on an evening if required.

Bullying

Children and young people have a right to be free from bullying. We have created a culture and environment where they are freely able to confide in all staff members if they are being bullied. All staff are trained and are aware that bullying can take place in many forms such as: in-house, outside, via mobile phone/texting, and online. This can include verbal teasing, verbal threats, coercive control, physical threats or attacks, theft or destruction of property, isolation, and racism/discrimination.

The staff team is aware of the potential emotional effects bullying can have upon children and young people which can lead to being withdrawn, isolated, loss of confidence to self-harm, and actual suicide. The staff team at Bellevue House is supportive, and vigilant, addresses and intervenes, diffuses, and resolves any form of intimidation or bullying. External help numbers are detailed in the Children and Young People's Guide.

Missing from Care

Children and young people often fail to return home, and we recognize this can be symptomatic of wider problems in their lives as well as hanging out with their friends and exercising control.

The staff team are trained to understand that children and young people who fail to return at their given time or are reported missing are potentially at risk of harm in the short term, which can often have long-term implications. Trafficking, gang association, bullying, and child sexual and financial exploitation are always a concern, and we recognize our children/young people can be seen as vulnerable and are susceptible to this type of exploitation and danger.

Background history is an important part of the matching process and if there is a known pattern of missing, additional strategies will be put in place as part of the initial risk assessment.

It is our policy that our staff build positive and trusting relationships with the children and young people, encouraging interaction, participation in activities, and one-to-one key working time to alleviate the children and young people's need to find a sense of belonging and negative associations outside of the home.

All incidents of 'missing from care' or absence without permission are documented and the appropriate parties are informed. The Registered Manager monitors all unauthorized absences, and any significant patterns are discussed with placing Social Workers to inform and work in partnership to minimize risk and provide further support.

The home works closely with Northumbria police in order to follow missing protocol.

When a child/young person returns home it is our policy to welcome them back, offer them refreshments, and encourage them to talk with staff about why they left, and where they have been. Children and young people have an opportunity to explain their point of view and tell their version of what happened. There is an opportunity to explore strong feelings. The home will alert Local Authorities when a child/young person returns to allow them to arrange an independent return home interview. The incident would be discussed in a key working session and plans adjusted or updated as necessary to further safeguard and remove potential risk.

Health and Safety - Fire and Emergency Procedures:

Health and Safety is upheld at all times the appropriate environmental COSHH and fire safety risk assessments, checks and monitoring are completed and regularly reviewed.

All precautions are taken to ensure children and young people placed at Belleview House are aware of the dangers of fire and smoking in the house is not permitted at any time.

Smoke detectors and a fire alarm system are fitted throughout the house with fire extinguishers in their required positions as per fire risk assessment. The fire alarm system, smoke detectors and fire extinguishers are checked weekly and regular fire drill is held.

A qualified electrician checks for any faults with the system annually and a certificated Fire Safety check is completed by external professional bodies.

All children and young people are made aware of the exit procedures in case there is a fire, and instructions are displayed throughout the house. These instructions include identifying the designated escape routes and meeting points.

Emergency fire procedures are reminded regularly at the children and young people's meetings, especially after admission and all staff receive fire training as part of their induction and reviewed yearly or additionally if required.

Leadership & management Standard

Registered Provider

Horizons Residential Childcare UK Ltd
Bellevue House
Elm Bank
Cow Road
Spittal
TD15 2QR
Tel: 01289783168
Web: www.horizonscareuk.com
Email: operations.horizonsuk@gmail.com
Email: referrals@horizonscareuk.com

Registration & Inspection

Ofsted
Piccadilly Gate
Manchester
M1 2WD
Tel: 0300 123 1231
Fax: 0300 123 3159
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

Children's Commissioner for England

Dame Rachel de Souza- The Office of the Children's Commissioner Sanctuary Buildings
20 Great Smith
Street London,
SW1P 3BT
Tel: 020 7783 833

STEVE MILLER: Registered Manager Details and Profile

As the Registered Manager of Belleview Children's Home, I bring over 37 years of experience in the social care sector, coupled with a deep commitment to providing exceptional care and support to vulnerable children and young people. My career has encompassed a wide range of roles in both front-line social care and strategic operational management across voluntary and statutory sectors. These roles include registered manager, youth inclusion manager, youth offending case worker, advocacy manager, youth work manager, residential child care officer, prison officer, child and family social worker, family placement social worker, and children's services manager. In all these positions, I have worked with the most vulnerable children, young people, and their families, offering various interventions and support.

I have also worked extensively with diverse communities, including the Traveller Community, multicultural groups, young people with learning disabilities, and those within the criminal justice system. Over the past 23 years in operational and strategic management, I have successfully managed all aspects of staffing, including recruitment, supervision, appraisals, disciplinary matters, and grievances. Additionally, I have developed and implemented policies and procedures, managed large budgets, secured external funding, coordinated safeguarding protocols, and chaired multi-agency meetings such as LAC reviews, Section 17 and 47 investigations, family conferences, and CAFs. My experience also includes working closely with OFSTED in my residential management roles.

Throughout my management career, I have gained valuable expertise in tendering, procurement, and securing contracts with local authorities, building strong relationships with commissioners and service managers. As a passionate and dedicated professional, I am driven by the values of challenging oppressive practices and empowering those in my care to achieve positive outcomes.

In my role as a social worker and registered manager, I am well-versed in policies and procedures, particularly around safeguarding and child protection. I have managed homes for young people with emotional and behavioural difficulties. I support the professional development of my staff, implement effective policies, and conduct comprehensive risk assessments and meaningful placement plans, always prioritizing rigorous safeguarding practices. My management style is collaborative, working closely with both staff and young people to achieve the best outcomes. In conclusion, I embrace the challenges in the social care sector and continually seek opportunities for personal and professional development to meet the evolving demands of the field.

Contact details:

Office Number: 01289 783168

Mobile Number: 07304069298

Manager's email: operations.horizonsuk@gmail.com

Responsible Individual Details and Profile

Contact details: Mrs Eileen McDade

Mobile Number: 07495 819745

Email: emcdade1.horizons@gmail.com

The Responsible Individual has extensive experience in children residential care and has senior management experience working closely with the directors of Horizons to ensure quality care and

sound financial operations. She is supported by a team of administrative, operations, financial and human resources staff.

Staff Development, Training & Supervision

All new staff members are allocated someone to support them throughout their induction and probationary period. This approach helps to orientate and support new members of staff into their new remit and also enforces our positive ethos and our high standards of care and care practices. The manager and inductee meet regularly on an individual basis and members of staff who are in their probationary period are expected to meet with their line manager/supervisor every two weeks, progressing to 4-6 weekly. In addition, all staff are required to attend regular staff meetings.

We consider supervision sessions an important element in staff development, and these will focus on the issues and responsibilities specific to the individual, as evidenced by the recording forms used during supervision. Supervision will include discussions regarding the care and development of the children and young people placed and any areas specific to their key child. Staff competencies, reflective practice, progress, training, and development points are discussed and recorded.

Staff members are encouraged to identify their strengths and weaknesses and must reflect on this during their annual appraisal. Each staff member's individual needs and targets are identified and recorded as part of their Personal Development Plan.

Our staff team is of mixed gender allowing young people to form meaningful relationships and identify positive role models.

Bellevue House has a policy of ongoing and regular staff training which is formulated into a Workforce Development Plan. A combination of theory and practical training is used to keep staff compliant and includes online courses and face-to-face training provided by experts in their remits.

Other specialist training is implemented as and when required to ensure that the needs of the team are met to be able to meet the individual needs of the children and young people placed, providing them with a better insight and understanding of behaviours, conditions, and techniques.

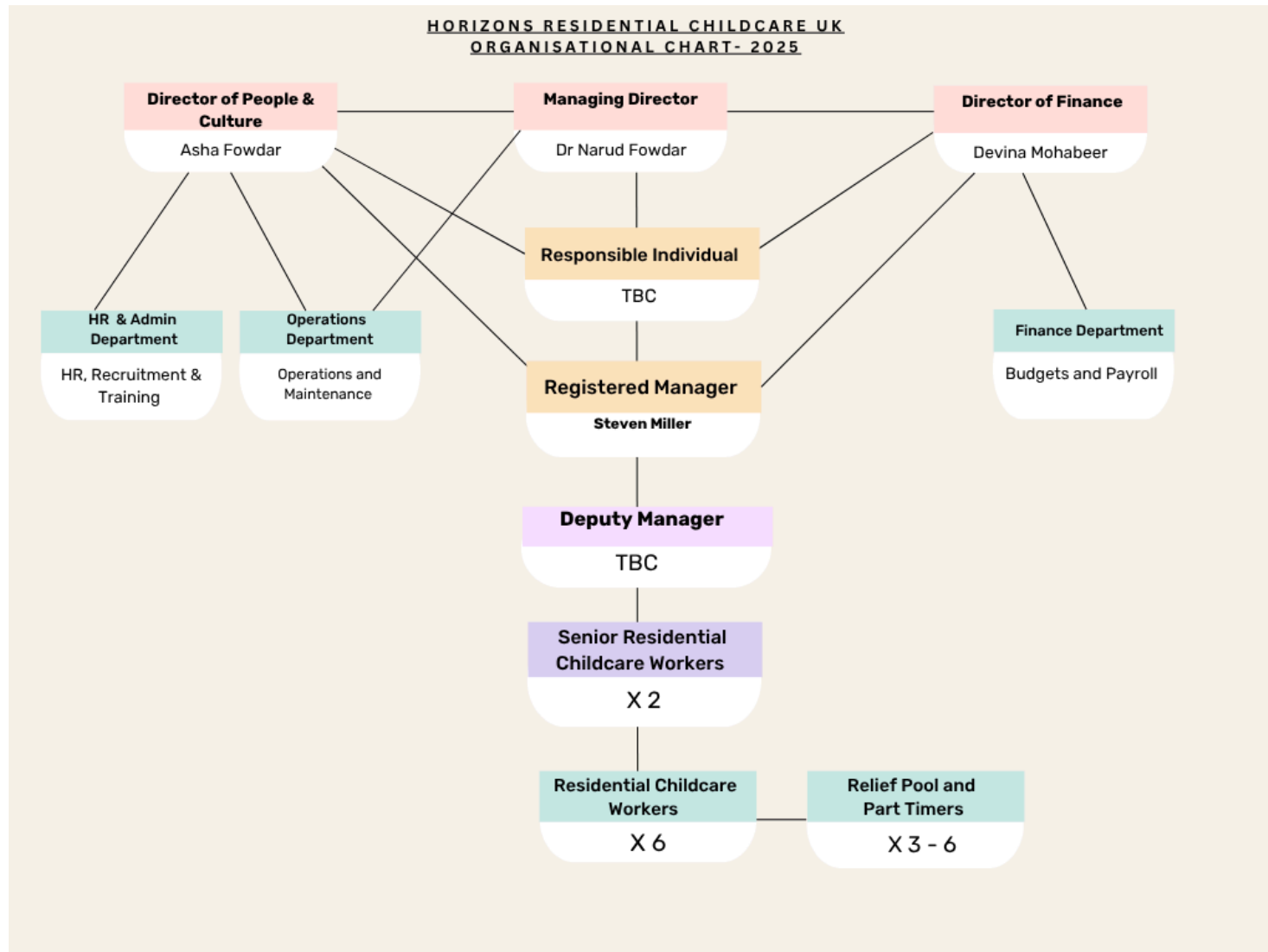
Supervision can also highlight a required training need, as a result of care practices, incidents, and testing of competencies.

Organisational Structure

Horizons Residential Childcare UK Limited (HRCUK) is the sister company of the long established Horizons Residential Care Limited (Established in March 2013) with its headquarters located in Edinburgh, Scotland. HRCUK is run by a team of three directors - the Managing Director, Dr Narud Fowdar, is responsible for coordinating the operations of all the divisions of the company. The Director of Finance, Devina Mohabeer BA, MBA, CA, a qualified chartered accountant has overall responsibility of the finance and Payroll of the company and is supported by a team of administrative, finance and payroll staff. The Director of People & Culture, Asha Fowdar, BA MA, has overall responsibility for general operations and human resources and is supported by a team of operations, IT, maintenance, HR & recruitment staff.

On the care side, the Registered Manager has overall responsibility of Belleview House and is supported by a qualified and experienced deputy manager, 2 experienced Senior Residential Childcare Workers and a team of fulltime, parttime and relief Residential Childcare Workers. The Responsible Individual (RI) will oversee and supervise the practices of the Registered Manager. The RI provides a link with the HRCUK Directors, the Registered Manager and Ofsted.

Organisational Structure



Staffing Structure

The Registered Individual (RI) is an integral part of the leadership of Belleview House and oversees, monitors, supervises, and develops the practices of the Registered Manager in the running of Belleview House .

The Registered Manager has overall responsibility for the day-to-day care of the children and young people as well as the operation and functioning of the home. The Registered Manager's working week will be on Rota alongside the staff team undertaking sleep-ins, day shifts and weekend work in order to be available to both staff and children/Young people, the Manager will be flexible to support staff and ensure the smooth operation of Belleview House .

The staff team consists of a Responsible Individual (RI), Registered Manager (RM), Deputy Manager, Two Senior Residential Child Care Workers (RCCW's), Residential Child Care Workers (RCCW), Relief (RCCW's) and an Admin Officer.

All staff members are allocated specific roles and responsibilities within Belleview House and as part of their job description, to safeguard the children and young people, develop in their role and ensure the smooth running of the home.

The home will be staffed 365 days per year on a 24-hour basis. Staffing covers a varied shift pattern on a rota basis and the staffing team comprises both full-time and part-time staff. In the event of sickness or emergencies, the Registered Manager has a staffing contingency plan, which identifies suitable individuals who can cover these eventualities.

There is an 'out of hours' on-call system in place and delegated amongst the Management team.

The Registered Manager is the Safeguarding lead and has completed their level 3 Designated Safeguarding training.

'Relief Staff' are employed under Horizon's UK Ltd recruitment policy/procedures and receive the necessary induction and other training to ensure that they are aware of their duties and responsibilities as a Residential Support Worker. There is an established shift pattern in place that considers the stability of care to meet the needs of the children and young people, encompassing the routines, staff handovers, and smooth running of Belleview House.

Throughout the night two staff are available to provide care and support to the children and young people. Staffing levels at night are regularly reviewed and risk assessed to meet the requirements and needs of the children and young people placed.

BELLEVIEW HOUSE STAFFING STRUCTURE

The following list gives the job title, name and relevant qualifications. The organizational structure chart details the various persons running the service and working with children and young people.

MANAGING DIRECTOR Dr Narud Fowdar BA Social Sciences (First Class) PhD (Management & Development) CDM (Construction Design Management) IOSH Managing Safely CPD Certified Certificate – Responsible Individual Childrens Home		
RESPONSIBLE INDIVIDUAL Eileen McDade BA Divinity PGCE (Practice of Teaching) SVQ 4 (SCQF Level 10) Leadership & Management Care Services) Master in Education (Autism) IOSH Managing Safely CPD Certified Certificate – Responsible Individual Childrens Home		
REGISTERED MANAGER Steve Miller BSc Degree in Social Work Level 5 in Management CPD Certified Certificate – Responsible Individual Childrens Home		
DEPUTY MANAGER TBC		
SENIOR TBC	SENIOR TBC	
Full Time RCCW TBC	Full Time RCCW TBC	Full Time RCCW TBC
Full Time RCCW TBC	Full Time RCCW TBC	Full Time RCCW TBC
Part-time/Relief RCCW TBC	Part-time/Relief RCCW TBC	Part-time/Relief RCCW TBC
P/T Admin Worker Level 2/3 in Business & Admin Sonia Dixon		

The protection of Children Standard

Admission of Children and Young People to the Home

Bellevue House aims to make all children and young people stay with us as positive and fulfilling as possible to enable them to thrive and grow into independent adults. We believe this starts with good practice in admissions and matching.

Bellevue House does not accept emergency admissions, however can reduce the admission timeframe to allow a shorter transitional period.

All children and young people within the care system have complex needs as a result of prior and endured experiences and we think local authorities and service providers must work together to share information and make sound decisions about the suitability of potential placements. In addition, the service provider has a responsibility to consider how the introduction of the new placement might impact on the safety and well-being of children and young people already living in the service.

Children and Young People Accommodated

We provide accommodation, care, and support for every child or young person placed at Bellevue House home.

Referrals will be considered for children and young people of either gender between the ages of 7 to 17 upon admission. The selection criteria and placement matching are carried out upon referral for each child and young person and will include careful consideration of the needs and displayed behaviours of any existing residents.

Bellevue House is specialised in supporting and accepting children and young people of varying abilities who display Emotional and Challenging behaviours, offending behaviours, and have experienced multi-placement breakdowns.

Referrals & Matching

Referrals for placement at Bellevue House are made via the home's Management team. There is a detailed procedure that will be followed for every admission whether planned or emergency/same-day placements. We do provide a 24-hour service for 365 days of the year and at any time, depending on the needs of the child or young person.

All referrals are considered from every Local Authority, and all identified needs are discussed within the management team, considering the potential impact upon the children and young people already in place, the identified needs of each child/young person, and making sure the staff has the

skill set to enable them to care and support them. Additional or bespoke staff training can be arranged to accommodate specific needs in a planned placement.

Stage 1 – Initial Referral

A placement enquiry is received. The enquiring Placing Authority will send a referral form to the home's manager who will then complete an initial response and placement match form "impact risk assessment" and request further information from the placing authority if required.

Stage 2 – Visits

Ideally, the placing Social Worker should visit Belleview House together with the child/young person. If this is not possible, the Registered Manager, if able to, will arrange to visit both the child/young person and the referring Social Worker at the existing placement.

It must be accepted that this is not always convenient, in this case the placement match and risk assessments must be completed, giving due consideration to the most recent, comprehensive information provided by the local authority. Our Statement of Purpose and the Child and Young Persons Guide is always provided. The Guide provides the child/young person with information about the local areas and what's available, as well as pictures of the house and expectations to help the family raise them in their new home.

We encourage the young person to have two visits to the home prior to a placement commencing and ideally one to be an overnight stay, the Manager will ascertain the views from the young person about the placement before a final decision is made.

Stage 3 – Information gathering.

It is at this stage that a decision is made on offering a placement. The Nominated Individual and the Registered Manager make this decision. For a planned placement, it may at this stage be possible to offer the intended resident the opportunity to have an integration package, which will include a visit and an overnight stay.

An initial Placement Plan (PP) will be prepared if a placement is deemed appropriate, the Registered Manager, gathers relevant information from a variety of sources, i.e., recent placement/s, parents, Social Worker, Police, Youth Offending Service, psychiatric reports, LAC, previous placement, school, and education reports. Initial risks are assessed, and strategies are put in place to manage potential identified risks.

Each child or young person's placement plan will contain the following, tailored to meet their individual needs:

- o Placement Objectives
- o Behaviour Management Plan Risk Assessments
- o Contact Arrangements

After the child or young person has moved into Bellevue House their Placement Plan meeting will take place within 72 hrs of the placement commencing. The Social Worker and other professionals, parents where appropriate are invited to attend and with the child/young person, we work together to formulate a plan that meets the identified needs of the local authority's Care plan. All relevant parties, including the child or young person where possible, are encouraged to agree and sign the plan and indicate this by signing the document, which is then placed in their file. However, the initial pre-placement plan will be used in the interim if the placement planning meeting fails to take place as a result of the Social Worker not being able to meet sooner. This will provide the staff team with guidance and assistance in managing potential risk at that time.

Bellevue House will require the placing authority to provide all of the following documentation: -

- o Placement Information Record
- o Looked After Childcare Plan
- o LAC Health Assessment Record
- o Signed Medical Consent
- o Education History

This information will include any health issues, and prescribed medication the young person may require.

Stage 4 – Admission

We welcome the child and young person into Bellevue House. The other children and young people already placed would have been told about their arrival and encouraged to make them feel welcome with staff support.

The Child/ Young person will also be supported in completing an inventory of belongings and making safe provisions for their valuables.

If any medication is brought with the young person, it must be checked, and details written up on a Medication Administration Record (MAR sheet), which will be kept in the file. The medication will be locked away for safekeeping until it needs to be administered unless there is agreement that the child/young person can self-administer which is risk-assessed and monitored.

All children and young people are consulted at the earliest opportunity and encouraged to share their likes, dislikes, menu choices, and activities. This can also be included in their Placement Plan.

Matching

A placement matching criteria and risk assessment will be undertaken before a placement is offered.

The needs of the children and young people are also discussed at this stage, taking into consideration the impact of the identified behaviours, staffing ratios, and if the staff team has the skill set to

manage these. Additional staff training may be required and implemented to be able to accommodate and support a particular need.

Placement Planning

All children and young people placed at Belleview House will be subject to a Local authority Care Plan.

It is our usual service to provide a Placement Plan whilst placed with us those details and encompasses all needs as documented in the Local authority's Care Plan. All our children and young people have a Placement Plan. These plans are individual to each child or young Person-detailed and comprehensive. The Placement Plan sets out the agreed key identified needs/areas of support and development that the child or young person requires to stay safe and 'grow'. This document sets out the objectives for the placement and identifies clear goals detailing how they will be met on a day-to-day basis.

The Placement plan is a live document and one that needs to be reviewed and updated regularly to record change and adapt to newly identified challenges, issues, and needs as they arise. It is the registered manager's responsibility to oversee and make sure the staff team is fulfilling the identified needs and goals set within the placement plan. The staff team works in partnership with the Social Worker and identifies external professionals making sure these goals are met.

Each child or young person's Placement Plan will cover the following:

- o Details of the emotional and psychological needs
- o Educational needs with targets for educational achievement
- o Cultural/ethnic requirements and how they will be met.
- o Communication needs and how they will be met.
- o Identified health needs and how they can be supported to take responsibility for their health.
- o Self-care and presentation skills and how these will be developed to promote independence.
- o leisure requirements and how they will be met.
- o contact arrangements with friends, family, and significant others where appropriate.

Placement plans will be continually monitored and updated as required by the allocated key workers, in consultation with the staff team, other professionals, the child or young person's family, or carers, concerned.

Each child or young person will be made aware of the content of their Placement Plan and will be encouraged to voice their concerns and opinions and to contribute to it on a regular basis. Progress will be measured against their goals and comparable from when initially placed at Belleview House.

Independence Development Plan & Leaving Care

For children who have developed into young people and are moving towards leaving care, an Independence Development Plan (IDP) or Leaving Care plan (pathway plan) will be drawn up in partnership with their placing authority. The plan will assist the young person to phase out of full-time care and begin to live an independent life. The plan will be carefully structured with Social Workers to ensure that young people leaving the home feel supported.

The Registered Manager will work closely with the Social Worker to plan for the young person to leave the home in both planned and emergency cases. Any young person moving to semi (or) independent living will be given appropriate assistance by the Registered Manager and staff to enable their needs to be met in accordance with their IDP or pathway plan. Where possible, ongoing contact with the home will be encouraged to ensure that the transition is as smooth as possible.

If requested by Children's Services, Belleview House can provide an additional service that can monitor and provide independent living support. This can be done through phone calls, regular key working sessions, visits, days out, and activities. This provides consistency and ongoing support from the people they have built a trusting relationship with and continuity of care.

Local Authority Review of Arrangements - Reviews'

The Registered Manager of the home will be responsible for coordination between the home and the placing authority to ensure that arrangements are made for both statutory and emergency reviews of each child or young person's placement.

Wherever possible, the child or young person will be encouraged to participate in their review. Looked after Children/Children in Care) (LAC /CIC) reviews will be held in line with the 'Looked After' procedures and we expect that an initial review will take place within 3 months of the child/young person being placed into Belleview House. The review will be chaired by the appointed local authority, Independent Reviewing Officer (IRO). The Care Plan is reviewed and updated, and our Placement Plan will reflect the changes and further identified needs to be met.

The child or young person's key worker can act as an advocate for him or her during the review. They will attend all reviews and planning meetings held at the home and elsewhere.

All outcomes arising from the review, along with actions to be taken, will be recorded and the placement plan amended and updated. If the young person is unable to attend the review their views and concerns will be represented, a written copy of the review minutes will be made available, and support will be offered to ensure the child or young person can understand and discuss the outcomes.

The Care Plan / Placement Plan will be discussed and if necessary modified. Subsequent plans will be made clear to all involved, with the needs and wishes of the child and young person taken into consideration.

Where a child or young person from outside the Local Authority area is admitted or discharged, the Registered Manager will notify the Local Authority. This enables the Local Authority to keep track of children or young people in their area, allows access to local support services for the young person,

and, where necessary, enables the local authority to take steps to protect other people in the community from any risk the new admission may pose in accordance with Regulation 41.

Name of Responsible Individual	Eileen Mcdade
Signature	<i>Eileen Mcdade</i>
Date	18 November 2025
Name of Registered Manager	Steven Miller
Signature	<i>Steven Miller</i>
Date	18 November 2025