



Sycamore House

Statement of Purpose



Home's Manager:

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Unique Registration Number:

Registered:

Version: 2

Registered Provider:

Hennessy Group

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Responsible Individual: Simon Duffy

Managing Director: Chris Goundry

Chief Executive Officer: Diane Jones

Operational Instructions

Date of Original Document:

1. All contents must comply with Regulation 16 of the children's homes (England) Regulation 2015 Schedule 1 and company recording standards.
2. Company standards require that this statement be kept for at least 15 years from the date on the front page.
3. The Home's Manager must ensure a copy of this document is on display within the home, copies of this document are made available to any staff working in the home, any child accommodated in the home, the parent of any child in the home and the placing authority of any child accommodated in the home.

Date of Review	Comments	Actions	Managers Signature
13.8.2025	Document created		C Goundry

Introduction

The Children's Home Regulations 2015, Regulation 16 (1) requires that we have in place a written Statement of Purpose for our Children's Home.

In addition, Regulation 16 (2) requires that we provide a copy of this document to Ofsted and that we also make a copy available upon request by:

- Any person working in the home.
- Any child accommodated in the home.
- The parent of any child accommodated in the home.
- The Placing Authority of any child accommodated in the home.
- The Placing Authority who is considering placing a child in the home

It is the Home's Managers responsibility to take a positive approach to Regulation 16 (2) by providing a copy of this document to those individuals above rather than this having to be requested.

This Statement of Purpose details all elements of service provision, for example this includes:

- Quality and Purpose of Care
- Views, Wishes and Feelings
- Education
- Enjoyment and Achievement
- Health
- Positive Relationships
- Protection of Children
- Leadership and Management
- Care Planning

In Essence:

- This is a critically important document for Sycamore House, but more importantly for children and young people who use our services, their families and placing authorities.
- It is the primary foundation for the service that we provide at Sycamore House and how we deliver the service.
- It is the practise and management template that we aim to adhere to and be measured by.
- It is a stated means of how Sycamore House will aim to ensure we put children's and young people's rights at the forefront of all we do.

Ofsted (The Office for Standards in Education, Children's Services and Skills) is the regulatory body that registers Sycamore House as a children's home. The registration complies with the Care Standards Act 2000 and the Children's Homes Regulations 2015.

Ofsted is a national body set up under the Care Standards Act for the regulation and inspection of social care services throughout England.

Contextual Information

Sycamore House is a children's home which is owned by the Hennessy Living Group. It is a large, detached House with 4 bedrooms based in Barnsley, South Yorkshire. It is a residential home that provides a service to support children and young people aged from 7 to 18 years old of both sexes who experience emotional and behavioural difficulties and mild learning difficulties.

Sycamore House can provide support for short term outreach care (in some cases) and accelerated admissions dependent upon compatibility and suitable space within the home.

Children and young people will be deemed suitable to reside together following completion of an impact match risk assessment. Sycamore House management have a wealth of experience and knowledge to work with children with varied needs and complexities to support children to develop varied coping strategies and interventions and support children to overcome barriers to live an excellent quality of life.

Our Aims and Objectives at Sycamore House

Our aims and objectives at Sycamore House are to provide a safe, warm and nurturing environment with a high standard of care and accommodation for children. Ensuring excellent delivery of care. Specifically, we at Sycamore House aim to:

- Provide a physically safe and comfortable place to live and to safeguard and promote the welfare of each child.
- Provide consistent and reliable staff, modelling and 'good parenting' to support and encourage children within our care.
- Ensure that all the key developmental areas of health, education, emotional and behavioural development, family and social relationships, identity, self-care, and social presentation are addressed in the planning for each child.
- Listen to and respond to children's concerns and encourage them to express their views and opinions. Ensure each child's rights and individual needs are respected.
- Facilitate positive experiences and constructive use of free time. Encourage children to participate in social and leisure activities.

- Encourage children to plan and work together towards household decisions regarding activities, decoration of the house, purchase of equipment, house rules and sanctions etc.
- Work towards positive outcomes with children, their parents, carers social workers and relevant others.
- Facilitate contact between the children and their family, friends and other relevant people.
- Welcome visitors to the home.
- Work in accordance with relevant policies and procedures

At Sycamore House

Ownership of the home (property) is owned by Hennessy Living Group.

The accommodation is registering for 3 young people both male and female, aged 7-18 with mild learning difficulties and EBD needs. There is accommodation for 3 young people, with sleep in facilities for staff when the home is occupied by a maximum of 3 young people.

Any referrals and admissions must be assessed, and plans put in place to ensure the home remains as stable as possible for all young people accommodated.

The team at Sycamore House strive to achieve the best outcomes for the young people within our care. We want our young people to feel safe and protected and to grow up in circumstances that are consistent with the provision of safe and effective care. We want our young people to have access to a range of facilities within the local community including good healthcare, activities, and clubs they can join to feel integrated and accepted.

Our Services and Facilities at Sycamore House

Sycamore House is in a suburb of Barnsley, in the village of Royston. The home is conveniently situated near the local community and offers a wide range of facilities which children and young people can access, the home is close to good bus links, and a short drive from major motorways.

The Home Layout

Sycamore House offers a home from home ethos and incorporates all the homely features that would be found in any family home.

The layout of the home consists of:

Ground Floor:

There is a large, shared lounge with a TV, gaming facilities, and modern and comfortable sofa's and as well as an office area, snug/gaming room, dining area, and conservatory.

The kitchen facilities are at the heart of the home. Children and young people are encouraged to participate in making drinks and light snacks and will be supported to develop/enhance their skills in this area. In the summer months the children and young people will have access to a large BBQ, and large patio seated area and will be actively involved to help choose garden furniture and outdoor accessories.

There are shared laundry facilities on the ground floor within the utility room where children will be encouraged to help with their own laundry.

The main office is adjacent to the kitchen area.

First Floor:

There is a large landing leading to 3 Young People's bedrooms, a staff bedroom, and 2 family bathrooms.

In the back of the garden there is a gaming area and an indoor activity centre with pool tables, craft tables the young people can use at their leisure.

The home is fully staffed over a 24-hour period and operates a high staff ratio intended to facilitate the development of individual lifestyles and the promotion of appropriate roles and responsibilities both within the home and wider community. On a night, staff may work in pairs of either 2 waking nights, or 1 waking night and 1 sleep in. The company operates a 24-hour management on-call system to facilitate advice or rapid response as required. The home has a dedicated, experienced, and suitably qualified staff team to support children and young people to live a fulfilling life.

As part of the transition process, children and young people will be supported and encouraged to personalise their bedrooms and have a say on how their home looks through discussions and young people's meetings or key working sessions that are carried out once a month (or more if requested)

Rooms are well proportioned following health and safety guidelines and regulations. The interior is modern, comfortable, and welcoming. Whilst meeting appropriate standards and legislation, Sycamore House aims to provide a warm and homely environment.

Televisions are provided in the lounge and bedrooms (depending on child/young person's wishes). A telephone is available for young people to maintain contact with family, friends, social workers, IRO's, OFSTED, advocates etc.

Sycamore House has a dedicated budget for food, housekeeping, and outings. Children and young people are encouraged to develop their social and self-care skills and take part in independence training to develop and learn new skills for transition. They are encouraged to be involved in all routine chores within the home as well as the preparation of meals. Where appropriate children and young people will take part in shopping for their own meals and learn about food preparation, food hygiene and budgeting.

Each child/young person will receive regular pocket money and a clothing/activity allowance. Those young people working towards independence will have a separate budget to allowance to purchase food and budget for utility bills etc. The children will have opportunities to be part of the community and social inclusion will be encouraged and reinforced. The children have access to a car for them to travel further afield and explore their community. Again, those working towards independence will be encouraged to use public transport.

The home also has an Independent Regulation 44 Visitor in place who will monitor the performance of the home and report back to the Home's Manager, Regional Manager, Managing Director and Ofsted.

The Hennessy Group aim to deliver the following:

- Ensure varied communication methods are available to the children dependant on their needs and cognitive ability such as easy read children's guides, objects of reference, PECS, social stories.

- Work in close partnership with health and professionals to gain access to support services such as Psychology and Psychiatry teams. Seek additional bespoke training if required dependant on the needs of each child. Consider external supervision for staff from professionals if needed for example, gaining a better understanding on behaviours such as self-harm and attachment disorder.
- PACE and CPI will be used at Sycamore House and training will be provided for all staff using our 2 internal PACE trainers. Sycamore House's home manager has knowledge and experience in this area and Hennessy Group.
- Support children and young people to explore the community and extended service provision for activities and outward bounds courses
- Hennessy Group have a reliable maintenance team who support our home to ensure it is safe and is in good decorative order.
- Have trained and dedicated staff who are champions for specific areas i.e. Equality and Diversity, anti-bullying.
- Regular inspections by the Regional Manager, BDM and MD to ensure the home is performing to a high standard.
- Independent Reviewing Officer and Social Worker Statutory visits to the home
- 24-hour consistency and continuity of good care practices
- An experienced and dedicated staff team who have been fully trained in a range of interventions for young people such as emotional regulation, coping strategies, de-escalation techniques and coping strategies.
- Access to advocacy services
- Trained staff in focused area of care

Arrangements for Supporting Cultural, Linguistic and Religious Needs

Every effort is made to consider the religious and cultural backgrounds of children/young people and their families. The opinions and views of children and young people on all matters affecting them, including day to day matters, are ascertained on a regular basis.

Enquiries are made into the religious and cultural background of each child/young person as part of planning their admission into the home. Provisions can then be made to allow the child/young person to practise their religion in a manner appropriate to their age, ability and understanding. Each child/young person is, as far as practicable, to have an opportunity to attend such religious or cultural needs and preferences. To support the individual appropriately, the staff team will seek out advice, knowledge and support from the relevant religious or cultural centres and authorities, as necessary. Training and guidance will be given to staff where this is needed.

All staff within the home will receive training on Equality and Diversity to proactively promote rights, choices, beliefs, and traditions.

Arrangements for Dealing with Complaints

On admission to the home the children and young people and their families, significant others and independent visitors are provided with information on how to complain. Information is available on how an advocate can be accessed and children and young people are supported to action this.

Hennessy Group's mission is for all the young people to enjoy their life at Sycamore House, and we want them to feel safe, happy and cared for and given life opportunities as they should be.

Sycamore House appreciate the overwhelming experience it can be for children and young people moving into a new environment and building trust and therapeutic relationships. We will encourage the young people to be open and talk about things they may be unhappy with and appreciate any concerns they have and ensure they have access to all information they need such as how to make a complaint. As part of each child and young person's transition into the home it enables them to meet staff, familiarise themselves with the new environment and ask any questions they need to.

All the staff will receive training on this policy at the Induction, and they can clearly explain this to the young people when they arrive. Details are also given to them with the children's guide.

The policy goes through the correct procedure of how to make a complaint and the process that will follow.

All complaints are taken seriously, and we welcome them positively as we want the children

to feel listened to, valued and understand that their concerns are taken seriously.

The young person will be informed that they can have a representative either as an independent advocate or mentor.

The young person will also be given information of the children's rights officer, safeguard lead and their own Independent Reviewing officer.

All complaints will be dealt with as quickly as possible as detailed in the procedures.

Our aim is to resolve the problem with the best possible outcome for all involved. Only a child can tell us when they feel that their concern or complaint has been resolved.

The children can have their voice heard in various ways. This includes children's meetings, suggestion box and key working sessions, one to one time, through social worker, meetings, IRO, Regulation 44 visits from independent visitor / Ofsted, audits and making a formal complaint.

Stages of a complaint for a young person

Stage 1

The young person will make a complaint, and notes will be taken by either the key worker or a member of staff not involved in the complaint. The notes will be read to the young person to clarify that everything is correctly logged. In some cases, the complaint can be resolved there and then. If the young person is not happy with the resolution, then the complaint will be investigated further. The outcome of this investigation will be relayed to the young person within fourteen days of the initial meeting. If more time is needed, then the young person will be informed of this, and the reasons explained.

Stage 2

If the young person is not happy with the outcome at stage 1 then the complaint will be taken to the Regional Manager/Responsible Individual. The complaint will then be reviewed and investigated further. The outcome of this investigation will be given to the young person in writing and explained thoroughly. This again will be done within fourteen days. Again, if more time is needed then his will be communicated to the young person and reasons explained clearly.

Stage 3

If the young person is unhappy with the outcome, then in stage 3 then they will be given the details of independent contacts. They will include an independent visitor from NYAS, OFSTED, Social Worker, children's rights officer, and children's commissioner. The young person will be supported in writing their complaint if needed by an independent visitor.

The Government's key message from Every Child Matters: Change for Children is that we are all working together so that every child and young person is able to achieve better outcomes and that those who are facing difficulties and challenges are well supported to overcome them.

An effective complaints procedure will go towards improving the access children have to all services available to them and improve standards they expect. This will ensure that their voices will be heard as well as the staff team and other individuals working with Hennessy group.

Hennessy Group is committed to work alongside all local authorities and will be educated on their complaint's procedures.

Hennessy Group will provide the staff team with a clear policy, clear guidelines, and procedures for managing complaints, suggestions, and compliments and comments.

All complaints will be dealt with promptly and effectively and fair to all involved. This will include the children, the parents/ guardians, the professionals, and members of the community.

With the Children Act 1989 complaints procedures in mind all complaints will all be taken seriously, and the Hennessy Group will take learning from all correspondence to improve the service wherever possible. Getting the best outcome for a young person following a complaint is important to us. Clarity will be made between the correspondence to determine the differences from concerns, negative comments, and criticisms about the care given at Sycamore House and how to manage these. Whether it can be dealt with quickly in house or if a more formal procedure is needed.

Below are the relevant contacts for complaints or to make a safeguarding referral/alert:

Name	Designation	Address	Telephone Number	E-Mail Address
Hannah Smyth	Home Manager	Sycamore House		Hannah.smyth@hennesygroup.co.uk
Simon Duffy	Regional Manager and RI	Rickleton 1B Bowes Offices Lambton estate Chester le street DH3 4AN	07979696081	Simon.duffy@hennesygroup.co.uk
Diane Jones	Chief Executive Officer	Rickleton 1B Bowes Offices Lambton estate Chester le street DH3 4AN	07868 495180	Diane.jones@hennesygroup.co.uk
Chris Goundry	Managing Director	Rickleton 1B Bowes Offices Lambton estate Chester le street DH3 4AN	07715200411	Chris.goundry@hennesygroup.co.uk
Ofsted	Regulatory Body	Piccadilly Gate, Store Street, Manchester M1 2WD	0300 123 1231	www.ofsted.gov.uk
Childline	N/A	N/A	0800 11 11	N/A
Dame Rachel de Souza	Children's Commissioner for England	Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT	020 7783 8330	Info.request@childrenscommissioner.gsi.gov.uk
Barnardos	N/A	N/A	0191 240 4800	www.barnardos.org.uk

Access to our Policies and Procedures

Parents, Social Workers, Commissioners, and other multi-Agency Partners can access our Policies and Procedures relating to the care or protection of children residing in Sycamore House by contacting the Homes Manager.

Views, Wishes and Feelings

At Sycamore House, we believe that the children and young people should be encouraged and supported to make decisions about their lives and to influence the way the home is run. No child/young person is assumed to be unable to communicate his or her views.

Therefore, the child/young person's opinions, and those of their families or significant others are sought. Similarly, each child/young person is appointed a key worker, and an advocate can be provided over any additional input regarding key decisions, which are likely to affect the daily life and future of the children and young people.

The home offers a person-centred approach to care. We will work closely with families, health professionals, local authority and other organisations involved in the care of each child as well as actively involving the young people themselves. All children will have their own care plans which they will be actively involved in and would be person centred to their individual needs. We work together to set goals and provide the support and on-going care to help each child reach their full potential at a pace that suits them. Sycamore House will be introducing memory and Journey books which will support children to identify their own goals and achievements and plan how they wish to achieve this and evidence their journey along the way.

Children and young people are encouraged to hold children's meetings on a monthly or requested basis with staff where possible. Staff will take minutes, but it is the children, and young people should be encouraged to take the lead in setting the agenda.

The key worker provides 1:1 support to the child/young person and holds key worker sessions in order to gain the child/young person's views and can advocate on their behalf. We also promote family forums where we can learn from parents and where further support can be given.

Each month the key worker will ensure that the children and young people have been consulted with in their monthly summary which is sent to families and social workers. We

learn every day from our children and young people, whom we build into their placement plans and person-centred plans to ensure that they stay consistent.

Sycamore House is also visited by an External Regulation 44 Visitor. The visitor meets with the young people, parents and staff monthly and gives a Regulation 44 report on findings each month to the Home's Manager and Ofsted. All documentation reporting systems ensure that we capture the voice of the child/young person to ensure that we meet our home's aim of *'Making a difference every day.'*

The children and young people also have statutory visits each month by their relevant social workers, who ensure that the young people are consulted and involved in the home and placement. All current recording systems also feedback and capture the voice of the young person.

Children's and Young People's Rights, and Anti-Discriminatory Practice

Hennessy Group promotes care practices in a non-discriminatory way where all children and young people are valued as individuals regardless of age, race, gender, colour, sexuality, disability, or religious beliefs. We will provide a culturally sensitive service and ensure that all service users, staff and others receive equal access to services and equal access within them, Hennessy Group expect to treat all service users in a fair and respectful manner, and this is positively challenged and discussed with supervision, team meetings and children's/young person's meetings.

We uphold the **Principles of Care**, for promoting anti-discriminatory practice and promotion of children's **rights, respect** and **dignity** as follows:

1. Children and young people have the right to live in a home that is safe, warm, happy, nurturing, stable, valuing, affectionate, and secure, free from abuse and recognises the individual needs of the service user.
2. Children and young people have the right to have full access to education, health care, social life, community facilities, and have the opportunity to live a full life as possible.

3. Children and young people have the right to be listened to, express themselves, take full part in decisions affecting them, have things explained to them and the right to complain.
4. Children and young people have the right to privacy, space, time and dignity, have fun and allowed to be a child.
5. Children and young people have the right to their religious, cultural, dietary needs and to celebrate their individuality.

Our Responsibilities

Staff have a duty of care to ensure that children and young people are safe, supported according to their individual needs and abilities and are protected from any act or omission of harm.

1. Staff act as role models for young people.
2. Staff will act as a chosen key worker for each young person and promote communication and relationships between Sycamore House and the young person's family and friends.
3. We will ensure effective placement planning, monitoring, and evaluation systems to demonstrate the young person's development.
4. We will liaise with the young person's School to ensure continuity of educational programmes.
5. We will respond quickly and be flexible in changing needs of the young people and work proactively with other professionals.
6. We will ensure the right level of experience and mix of staff are on duty at any one time.

Positive Outcomes

During their time at Sycamore House, each child/ young person will be assigned keyworkers to work directly with them, providing them with short-term goals, long-term goals, and evaluations of reflective practice. These will all be documented in their keyworker file and care plan in the respective sections for progress and outcomes.

Keyworker meetings

Each child/ young person's keyworkers will also discuss on a regular basis via keyworker meetings and children's meetings, about their progress and achievements, as well as Child/ young person's individual goals that they would like to work towards, and any concerns they may have with these or the service.

Short term targets will be put in place and agreed with the Child/ young person at the beginning of each week, giving them an incentive for good behaviour and making progress with their goals.

Long term targets will be put in place and agreed with the Child/ young person at the beginning of the month, again giving them incentive to work towards, and their progress visible for them to follow.

Reflective Practice

Each child/ young person will be offered a discussion with staff when they arrive back from school, to discuss their day, what they have learned, what lessons they did and who they interacted with. Using their evaluation, it ensures each Child/ young person is aware that staff are working with the school to promote their education, and the Child/ young person can reflect on the day they had.

Every child/ young person will also be offered activity choices on evenings, weekends, and holidays, but these may also be organised for them due concerns around their disabilities, such as anxieties. After each activity, staff will complete an evaluation of the activity from their perspective of supporting the Child/ young person, to determine whether they enjoyed the activity or not, and reflect on any potential changes or prospects. Staff will also complete an evaluation with the Child/ young person for their reflection of the activity, where they can voice their opinion, and discuss any achievements that have been made (such as positive social interaction, good behaviour etc.)

Challenging Behaviour

If the Child/ young person displays challenging behaviours that result in intervention or physical intervention, they will be offered a debrief for reflection on the scenario (this will be dependent on the incident and whether the Child/ young person will be deemed to not escalate or react negatively). The aim of debriefs is to help the child/young person to try identifying potential triggers and gain an understanding of what may of happened.

Sycamore House aim to support children to normalise their emotions and teach them how to regulate their emotions. As part of each child's and young person's care plan, individualised strategies and interventions can be implemented which will help the child and young person to develop the skills they need and empower them to feel in more control of their own feelings and responses to situations.

Educational Arrangements

Education is viewed as a high priority. The home will work with education authorities to promote and support the delivery of an educational package within an identified educational setting. We offer an integrated model in which teachers and care staff liaise daily providing all children and young people with an individual education plan appropriate to their needs. Education will be provided by Local Education Authority (LEA).

Staff are expected to help and support with the completion of homework in an appropriate environment to aid learning. Homework (when provided) is a priority, and evening activities will be organised around its completion. As part of each child and young person's transition, discussions will be held to explain the support Sycamore House will offer to help each child succeed with their education.

Staff will assist the children and young people with preparation for the next day. Children and young people should be encouraged to refer to the timetable to ensure all needs are met before bedtime, e.g. appropriate clothing for activities, trainers etc. This aims to help children develop independent skills.

In special circumstances Sycamore House can provide in-house education, the aim being to support any young person who is struggling within the school environment to follow an education plan in-house. Sycamore House will use this opportunity to support the young person back into the school environment. It's important Sycamore House maintain regular

contact with the children's teacher to ensure the children are receiving the correct level of support. Sycamore House are to ensure they document all correspondence with the school and ensure they work in close partnership with the school to enable the children to return and attend classroom learning.

Enjoying and Achieving

The daily living experience of the children and young people will be structured and varied providing stimulating opportunities for social, intellectual, vocational, and personal enrichment. They will be encouraged to utilise local community services. The level of supervision required would be subject to ongoing assessment of risk and consultation. Emphasis is placed upon maintaining a normalised experience. The child/young person will be encouraged to invest in their living environment, personalising aspects of it and contributing towards its maintenance.

1. Children and young people are encouraged and supported to maintain a balance between free and structured time within the structure of the day. Individual activity plans reflect the needs and choices of the children and young people incorporating periods when they are encouraged to pursue their own interests.
2. The children and young people at the home are encouraged and given opportunities to take part in a range of activities both within the home and in the community. Birthdays, name days, cultural and religious festivals will be celebrated where appropriate, themed nights will be organised, and the children/young people will help in the planning. Staff actively encourage family involvement in all occasions planned. The child/young person, where able, is encouraged to participate with staff in planning these events. Children and young people will be able to pursue their interests, develop confidence in their skills, and continually add new activities and experiences to their programme. An activity budget is provided to ensure adequate funds.
3. Activities will consider the safety of children and young people. All activities will be risk assessed, recorded, and evaluated, and amended or discontinued as required. Persons holding the relevant qualification to supervise children's involvement in the activity concerned will supervise any high-risk activity provided or arranged for the young people.

Health

The physical and mental health of the children and young people will be of paramount importance. We actively promote a healthy lifestyle, which is applied to planning diets, exercise, and relaxation specific to the child/young person's needs to ensure a balanced and varied lifestyle. All dietary needs are discussed with the child/young person and their family and recorded in their care plan.

The home seeks to ensure that all children and young people live in a healthy environment, and their health needs are identified. The management team will be responsible for monitoring and will seek to ensure that specific needs are considered and actively pursued. A range of health care professionals would be approached to identify both initial health care needs, and ongoing input as required.

All our children and young people will be registered with the local GP, the Home's Manager will ensure she meets with the Practice Manager to build up effective relationships. On admission, the child/young person will have a full health check, the child/young person will also have an annual Looked after Medical Health Check.

The child/young person will be provided with guidance, advice and support on health and personal care issues appropriate to their needs and wishes. Services will be provided to meet all health needs from within the local community. Each child/young person will have a clear written Health Plan covering all medical health needs. These will be developed by involving the child/young person and their parents. We use these when a child/young person needs to access a health service so that we ensure that their appointment has been a successful one.

A written record will document all illnesses, ailments, accidents, or injuries to the child/young people during their placement at the home. Children and young people with health needs or disabilities will be provided with appropriate support and help. Key workers at the home will ensure that any support or treatment required are included in the child/young person's Placement Plan and Health Plan, is implemented, recorded, and monitored. Relevant parties will be updated with this information as required, and advice sought, as necessary. Serious events will be communicated to the Placing Authority within 24 hours.

Children and young people will receive more formal education on maintaining a healthy lifestyle and learn about nutrition and health management.

The Home's Manager aims to build up a very proactive relationship with all health professionals who we can call upon if we have a concern about a child/young person's medication issues or an upcoming medical appointment.

All staff are trained in First Aid as part of the mandatory training and the home has fully stocked First Aid boxes which are checked weekly. This means that if children and young people have minor injuries that we can actively administer First Aid promptly which limits the need to attend a surgery.

The Home's Manager intends to build up positive relationships with the local NHS primary health centres. Hospitals and PALS Nurses, to provide health support to the child/young person as well as training if required to the staff team.

Some of our children and young people may require medication for various reasons and we aim to work closely with the primary care services to ensure that any medication taken is only for therapeutic reasons.

All of our staff will be trained in the Safe Handling of Medicines, and we ensure robust recording and storage procedures are in place.

Promoting Contact with Families and Friends

Every effort is made to promote contact between parents and the child/young person residing at the home as outlined in their Placement Plan. The children and young people are provided with practical support for constructive contact with their parents, family, and other significant people, and are encouraged to maintain this contact.

Where possible the home will offer support to families who are experiencing difficulties visiting their child in the home.

A telephone will be available for all children and young people to make and receive calls in private. The privacy and dignity of the individuals is respected. The Placement Plan will reflect the arrangements for telephone use and contact and any restrictions on this will be made clear in their Placement Plan and only for the protection of the child/young person. This will be agreed with the placing authority at the point of admission.

We encourage parents and siblings to be fully involved in the child/young person's life and actively promote activities with their involvement in the home itself and within the community. In some cases, decision making will be delegated to the staff at the home regarding the child/young person's health and education. This will be agreed with the placing authority at the point of admission. There are arrangements in place to support all children to develop and sustain friendships and where safe to do so children are welcome to have friends over to stay.

Examples of what we do:

- Key workers maintain regular contact with families.
- Family Forums
- Parents evening at school.
- Letters, and the opportunity of private telephone calls
- Monthly summaries, keyworker meetings, and children's meetings, and a summary sent to parents to update them on what the children and young people have done during the month.
- Involvement in monthly care team meetings
- Monthly newsletters
- Family involvement in activities
- Involvement in training sessions
- Consultation and involvement in appointments
- Involvement in monthly theme nights
- Involvement in person centred planning

We do require notice of all visits if these are different to the current recorded arrangements, so that we can prepare the child/young person for their visit, and ensure they are at home. All contact arrangements are recorded on the child/young person's records and visitors are requested to sign in and out of the home for security purposes under new GDPR documentation.

Monitoring and Surveillance

Due to the nature of the complex needs of the children and young people placed at Sycamore House, children/young people resident at the home are supported and supervised

by staff on a 24-hour basis. Children and young people who live within the residential home may be extremely vulnerable and may demonstrate risk taking behaviours that may cause harm to themselves or others.

Bedrooms may be fitted with door alarms if ever required which can be activated if children and young people demonstrate behaviours that may cause them or others harm or distress. For example, entering another child's bedroom at night. Sycamore House does not currently operate a door alarm system and if this was to arise consent forms will be made available within the child's Placement Plan file.

Behaviour Management

A child/young person may display behaviour that is viewed as inappropriate (challenging behaviour) as they can lack the social understanding of a situation and be unable to effectively communicate their needs.

Challenging behaviour is driven by an individual's needs. The difficulty children and young people experience in addressing their own needs may account for any challenging behaviour they present.

The child/young person's identified needs, and behavioural targets will always remain a central focus of the placement. Issues and information will be discussed openly using a supportive and respectful approach. Our approach is geared towards enhancing motivation to change. Frequent monitoring of behaviour provides valid data to identify patterns, trends, measure progress and change.

We believe our children and young people:

- Have talents and skills.
- Are valued members of our society and community
- Have the right to be treated with dignity and understanding.
- Have an excellent quality of life through opportunity and learning.
- Should be allowed to express themselves individually.
- Have responsive and flexible environments that have a positive attitude towards challenging behaviours.

- Have strategies that are effective in promoting positive and durable lifestyle changes.
- Builds skills over time.
- Should not be restricted in life because of their behaviour.

All staff have been trained in PACE and CPI – CPI is a focus on prevention. CPI (management of actual or potential aggression programme) training teaches management and intervention techniques to help staff cope with escalating behaviour in a professional and safe manner. Improve verbal and non-verbal de-escalation techniques.

Physical intervention (restraint) is defined by the way by the authority's management of actual or potential aggression (CPI) training as "the use of threat of force to help do an act which the person's liberty of movement, whether or not the resist".

With the training foundation course. Staff learn the keys of defusing difficult and challenging behaviour.

All staff are to be trained with CPI whilst working at Sycamore House within their probationary period.

Each child/young person has a positive behaviour support plan that is developed alongside the child/young person, their family and Local Authority representative.

Care/support plans are reviewed regularly through a multi-disciplinary approach and are risk assessed.

Promoting Positive behaviour, Respect, and Positive Outcomes

Sycamore House provide supportive and functional environments for all our children and young people and has a caring ethos. We provide several means of celebrating achievements and positive behaviour.

We work on a positive and proactive approach towards behaviour and will attempt to ignore and diffuse negative behaviours with a view to rewarding and acknowledging as much positive behaviour as possible through our personalised points scheme.

Some examples include.

- Sharing and acknowledging good behaviour, through reward charts.
- Having agreed methods of rewarding good behaviour through multi agency meetings.
- Children and young people having opportunities for gaining extra responsibilities.
- Discussion times with the children and young people where they can share their successes and congratulate one another through resident meetings and de-brief sessions.
- Sharing and acknowledging good behaviour with parents and others in the wider community.
- Rewarding certificates of achievements, merits or working towards a person-centred goal.
- Displayed work by children and young people in the residential home and at school.

We will use consequences if needed, but these will be minimal based on the practices of PACE, in circumstances where PACE and natural consequences are not working effectively the consequences such as removal of privileges, repayment towards damages, etc. A record of all consequences is kept in the office, and these will always be explained to the child/young person and reviewed regularly. We never refuse food or drink as a means of sanction, refuse contact with relatives or statutory agencies, or refuse medications.

- Reparation – physical reparation, e.g. mending a broken item may also be appropriate
- Curtailment of leisure activities
- Additional household chores – children and young people should be encouraged to help with small household tasks, but they must not be used instead of domestic staff.
- A child/young person who is untidy will be encouraged to clear up with supervision and assistance from an adult, as necessary.
- Aggressive behaviour – it may be appropriate to support an aggressive child/young person from the immediate situation to another area to diffuse the situation or to withdraw any other children and young people from the area for a short period of time until the child/young person has calmed.

The Positive Behaviour Support Plans have been designed using the Multi-Element

Behaviour Support Model. This model provides a larger emphasis on proactive intervention.

The proactive elements of the plan are overseen by the Home's Manager who will carry out various assessments, e.g. environmental assessments, motivational and functional analysis and behaviour baselines etc. To provide a proactive approach to positive behaviour.

Where children and young people require a reactive assessment to their individual behaviour training will be sought. A Principle Physical Intervention Instructor will assess the need for physical interventions or breakaway techniques. The instructor will meet with the child/young person, undertake observations and speak with key staff who know the child/young person well.

All physical interventions will be risk assessed and are reviewed and evaluated every 12-18. Training is then conducted on a bespoke basis and refresher training takes place every 12-18 months.

The use of physical force is **not** permitted. Physical force may **never** be used as punishment or general means of control. However, a person may take the necessary physical action where another course of action may be likely to fail, to avert any immediate danger or personal injury to the child or another person, or to avoid immediate danger to property. The use must be as little but necessary force, in the least restrictive way, and for a minimum amount of time. Where this is necessary a record will be held in the office and the child/young person will be given the opportunity to discuss their feelings about the situation. Staff are also offered debrief sessions following all incidents to discuss the positive outcomes and any concerns regarding the scenario. Copies of this record will be shared with School, Social Worker and parents where requested. These policies are in accordance with the D.O.H (Department of Health) guidance on permissible forms of control.

In the event it becomes necessary, as a last resort, to provide physical intervention to ensure the safety of all, this will be implemented by trained staff who understand the method of these comprehensive therapeutic techniques. In addition to practical demonstration, it provides guidance on recognising and understanding the individual's behavioural spiral and provides practical strategies to address each level. Reactive strategies will only be used when proactive strategies have been exhausted. Data is

collected and analysed. Full incident reports are completed, and staff are de-briefed by the Home's Manager. Individual Behavioural Management Strategies are reviewed to reflect any changing needs and amended as required.

Should any therapeutic input be required this will be sourced via external agencies i.e. GP, Community Paediatricians, School Nurses, Physiotherapists, Dieticians, Speech and language Therapists or Placing Authorities.

All parents and the Local Authority have access to our policy and procedure. This is in the general office of the home and can be requested at any time.

Our Senior Leadership Team

Diane Jones

Chief Executive Officer

Diane.jones@hennessygroup.co.uk

Address: Rickleton 1B

Bowes business park

Lambton estate

Chester le street

DH3 4AN

Experience of CEO:

Diane has over 30 years' experience in the field of care and support in Children and Adult Services. She has previously been the Home's Manager of 4 children's services. Before joining the Hennessy Group, Diane was the Head of Children's Services, Director of Operations, and the Responsible Individual for 17 services across the country which specialised in challenging behaviour and complex needs, physical disability and learning disabilities, mental health, autism and sexualised behaviour. She was also Regional Director and Responsible Individual for Adult Services and oversaw 42 services which

included Residential and Supported Living. Diane has spent a large amount of time supporting other companies at director level to turn failing regions around.

Qualifications:

NVQ Level 4

Home's Managers Award Level 4

ILM Level 4 Management

D32 and 33 Assessors Award (Upgrade to A1 and A2)

Professional Qualification in Person Centred Counselling and Transactional Analysis

Chris Goundry

Managing Director

CMgr FCMI, FinstLM, MBA

Email: chris.goundry@hennessygroup.co.uk

Address:

Rickleton 1B

Bowes business park

Lambton estate

Chester le street

DH3 4AN

Tel: 07715200411

Date of Joining Hennessy Group: 9th June 2015

Experience:

Chris is a passionate and experienced MD with over 18 years' experience in strategic management and supporting Children and Adults with Learning Disabilities, SEBD and Mental Health needs. Chris has held all roles within Children's residential services and understands what is required to lead a team and manage conflict.

Chris is extremely passionate about the rights of children and young people from all walks of life, having helped support lots of young people with learning disabilities and SEBD needs to

progress and move on into independence or into adult services with vastly reduced support needs.

Chris has extensive experience and knowledge of working with Ofsted, children's social care commissioning, planning applications, strategic planning and direction, growth, and marketing strategies.

Qualifications:

CMgr FCMI – Fellow at the Chartered Management Institute

FInstLM – Fellow at the Institute of Leadership and Management

MBA Leadership at University of Lincoln International Business School

NVQ Care Level 3

QCF Level 5 in Leadership and Management

Level 2 Handling of Medications

Level 2 Autism Awareness

Simon Duffy

Regional Manager and Responsible Individual

Email: simon.duffy@hennessygroup.co.uk

Address:

Rickleton 1B

Bowes business park

Lambton estate

Chester le street

DH3 4AN

Tel: 07979696081

Date of Joining Hennessy Group: 2nd May 2023

Experience:

Simon has a wealth of previous children's social care experience. Simon has previously achieved consecutive Outstanding Ofsted gradings for services he has been responsible for. Operational Manager with over 20 years of experience working in care. Regular experience with regulators including: OFSTED, CQC and Local Commissioners. Operationally sound and managed senior operations of children's services and regional operations oversight.

Qualifications:

Health and safety at work (2021)

EMSS national safety passport (2021)

Business assurance (2020)

Equality & Diversity (2020)

Leadership and management (2019)

Non Abusive psychological and physical intervention (Pillars) 2018

Safeguarding and safer caring (2018)

Reporting and recording (2018)

Administration of medication (2018)

SYCAMORE HOUSE Leadership Team**Sycamore House****Home's Manager: Hannah Smyth**

Experience: Hannah has 15 years' experience of working within EBD Residential Children's Homes supporting young people to develop utilising trauma informed approaches. Hannah started as a trainee Residential Support Worker in 2010 and progressed to Deputy Manager and then spent time as a Registered Manager. Alongside this, Hannah has spent time as a Team Teach Level 2 Positive Behaviour Management Instructor for the service she previously worked in before joining Hennessy Living Group in March 2025.

Qualifications:

Bachelor of Science Degree in Applied Criminology (2008)

ICQ Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (2021)

Level 3 Diploma for 'The Children and Young People's Workforce' (2012)

Level 4 Qualification in 'The Emotional Warmth Model of Professional Childcare' (2017)

Institute of Occupational Safety and Health, 'Managing Safely' Qualification in association with HSQE Ltd (2024)

Team Leader:

Qualifications:

SYCAMORE HOUSE

Staff Team

The staff levels are of course dependant on the care needs of the children and young people who live at SYCAMORE HOUSE at any given time. Our staffing levels are well planned to take account of the differing needs of children at any given time. These will be in accordance with staffing requirements as set out in placement plans, risk assessments and contracts with placing authorities. Specific experience and qualifications of staff in post are set out within this document. We recognise that our young people should have appropriate role models both male and female. Our young people may also attend School where they will have a diverse range of staff working with them along with regular contact with their family members.

We recognise that our children and young people have diverse needs, and their staffing establishment and skill mix has been developed to accommodate our children/young people's needs and preferences. Where any future admissions are made to the home that involves either gender, management will ensure the gender mix is appropriately balanced.

All appointments are conditional on receipt of the **following satisfactory checks:**

- Disclosure and Barring Service at the appropriate level, which includes checks of the Protection of Children Act List (POCA) and Protection of Vulnerable Adults List (POVA)
- Occupational Health Check (where necessary)

- At least two references, preferably one from a current employer and, where possible a statement from each referee as to their opinion of the person's suitability to work with children. All references are verbally verified with referees.
- Checks on any breaks in employment history.
- Identity Checks.
- Checks of any required and relevant qualifications.
- Checks to confirm the right to work in the UK; and
- Where the person has lived outside of the UK, further checks are considered appropriate.

The whole process is carried out in line with Hennessy Group Equal Opportunities and Recruitment and Selection Policies.

Homes Manager: 1

Deputy Manager: 1

Team leaders: 1

Support workers: 7

Bank workers: 0

Staff member:

Start date:

Experience:

Qualifications:

Staff member:

Start Date:

Experience:

Qualification:

Staff member: Samuel Daramola

Start date:

Experience:

Qualification:

Staff member:

Start date:

Experience:

Qualification:

Staff member:

Start date:

Experience:

Qualification:

Staff member

Start Date:

Experience:

Qualification:

Training

We are committed to ensuring that our staff team have been given the necessary skills to meet the individual needs of our young people through an extensive programme of in-house and external training. This is not only about competencies of staff but is also concerned with having positive values and attitudes towards their work. We all share a commitment to our core principles which all training is based upon. Staff training needs are also identified through the on-going process of statutory obligations and the internal process of supervision, team meetings and appraisals. The admission of a child/young person with specific care needs might highlight the necessity for additional training as required, for example: Epilepsy awareness and diabetes management.

Staff of the Hennessy Group work towards providing a service in which children and young people are encouraged to develop through the mediums of opportunity and support. All staff complete a comprehensive induction when joining and must complete a probationary period that is monitored by the Home's Manager through the supervisions and mentoring process.

We also provide in-house training so that new staff can shadow more experienced staff. We have experienced staff members who can work alongside new staff or staff who wish to develop their understanding and skill level further. This has proved beneficial as it has increased the competencies, attitudes and confidences which the young people benefit from.

All staff will be given a personal development plan which sets out training needs and opportunities.

This has been proven positive as these last four months we have trained staff from another service within Hennessy Group, and they have successfully moved to the new service trained and ready to open.

Arrangements for Supervision

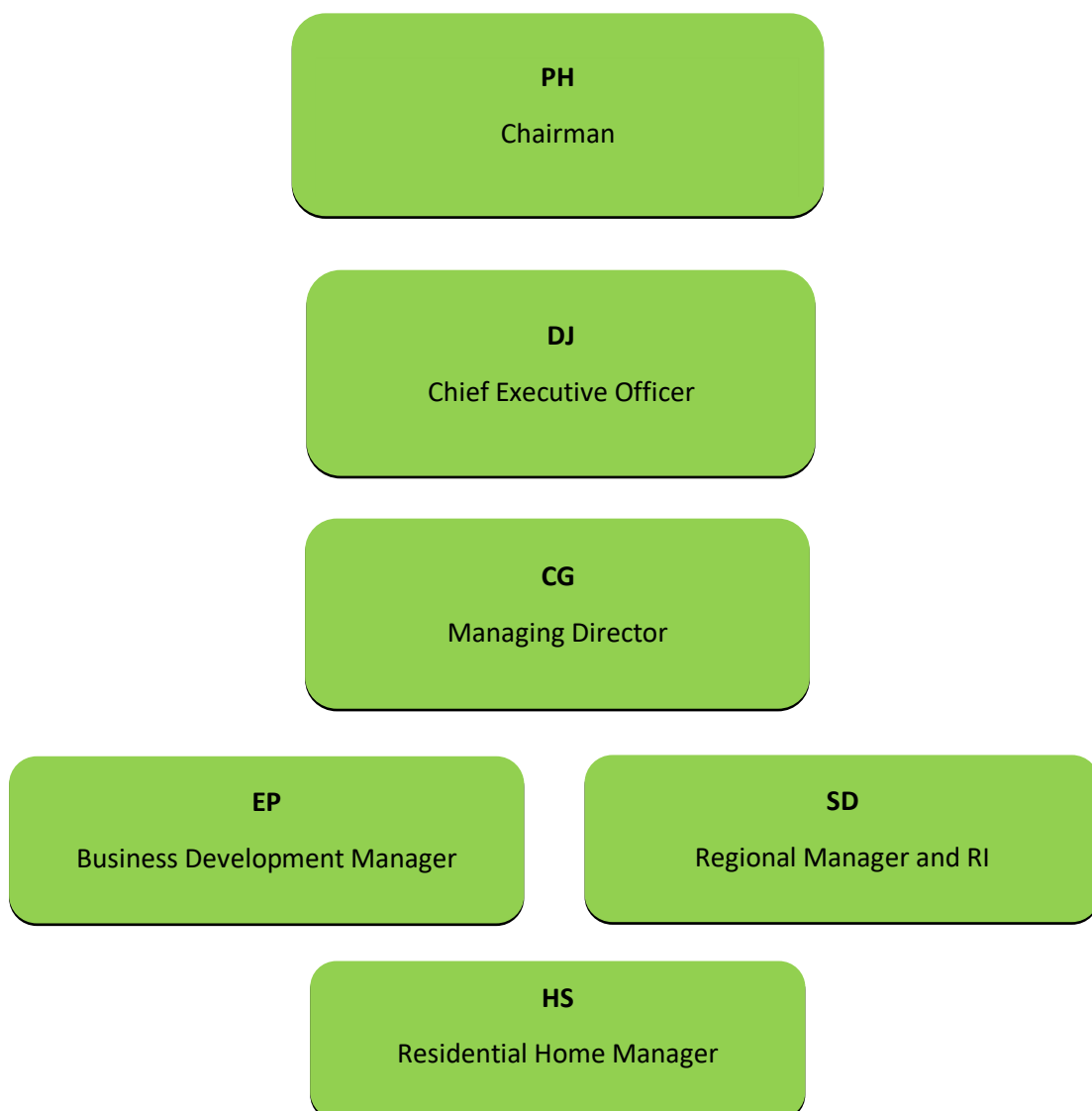
Sycamore House is fully committed to meeting supervision standards as set out in Regulation 33 (4b) of the Children's Homes Regulations 2015.

We will ensure that all staff receive 1:1 professional supervision, group or observational supervisions, and appraisal in line with Company Policy and Children's Homes Regulations 2015. The purpose of supervision is to create a forum in which staff can be held accountable for their work, receive advice and support on work-based practice, and allow an opportunity to explore personal and professional development. Additional supervision will be provided as required or requested. We believe that it is essential to ensure best practice is promoted and achieved through staff development and education. SYCAMORE HOUSE aims to encourage and maintain high motivation and morale amongst individuals and the whole staff team. The company has a robust policy on staff supervision and records held by the Home's Manager.

Performance frameworks are also embedded into each staff member's supervision, to ensure a high standard of service is provided. We also ensure at SYCAMORE HOUSE that there are daily handovers, and regular staff meetings to keep the staff up to date with the young people's development or to share information regarding the reviews of young people, company developments etc. We recognise the value in a joined-up supervision system that

provides the opportunity of bottom up and top-down communication. We also expect high supervisory standards from our management team therefore the Home's Manager and Deputy Managers receive training on managing teams and supervision and appraisal. The Homes Manager also receives a formal monthly supervision with the Area manager where a discussion will take place about young people's welfare, planning, review, monitoring and evaluation of placement plans and practices

Our Organisational & SYCAMORE HOUSE Structure





Admissions

Admission to the home is carefully planned and organised, both for the child/young person moving in and for other young people in residence. Once we have received a letter from the Local Authority requesting permission for an assessment, we work together with the child/young person, their family, social worker, and any other professionals who are able to provide information. Assessments prior to admission provide invaluable holistic, person-centred information which enables us to make an informed decision. We also request an updated copy of the child's Local Authority Placement Plan and Annual Statement of Education from the social worker and Individual Education Plan, this information will provide us with the educational and care needs information required so that we know exactly what the child/young person's needs are and how to support them consistently and appropriately to their preferences. Before any child/young person or their family visit the Home's Manager will assess information, which includes potential and actual risks relevant to the specific needs of the individual. This information will be considered alongside the knowledge of any child/young person already residing. Physical aspects of the home, staffing levels, skills of the staff etc. will also be considered.

The assessment team is normally comprising of the Regional Manager (RI), Home's Manager, Deputy Managers, support workers, Teacher and Therapist from outside agencies will be utilised where possible. We will work together to consider the most appropriate placement and complete a compatibility risk assessment.

We will endeavour to state from the outset any additional resources necessary to meet individual needs. Similarly, professionals and family will be made aware of the general philosophy of the home and its relationship to the rights and needs of the individual. If a trial period is felt to be appropriate, then the home must be aware of its timescale to meet the specific needs of the other children/young people and their reactions may also be closely monitored. Emergency/accelerated admissions to the home will be considered if there is suitable space in the home to accommodate the child/young person and the placement appears appropriate in terms of compatibility, meeting needs etc. If an accelerated placement supports a child who is in significant danger/harm then it will be considered as long as the above are confirmed. An initial assessment would be completed, and risks considered prior to agreement and accommodation. All paperwork from LA would need to be available and all plans would need to be completed before arrival of young person completing an accelerated transition.

We will write to the Local Authority outlining the service that can be offered to the child/young person. Once this has been approved, we work alongside the child/young person, their family and any other professional to develop a person-centred passport prior to admission. We also provide the child/young person with an accessible format of the Children's Guide, and we provide families and social workers with a copy of the parent's guide and the homes Statement of Purpose where requested.

Children, young people and families are also offered the opportunity to take part in social activities, e.g. having a meal with the other children/young people or attend an activity. This is helpful to develop social relationships and build familiarity and predictability. Some children/young people may have difficulty with this so discussion will take place to ensure the right transition is taken for each individual person.

On admission the child/young person will be registered with the local GP and a health check will be completed. The child/young person will also be registered with the local Dentist and Optician. Where distance permits children and young people and their families may prefer to maintain existing relationships with their own GP and Sycamore House will support such choices.

To ensure that we are providing the right care, and our aims are in line with the needs of the individual young people, we will draw together a placement plan prior to admission

wherever possible. These plans will look at the needs of the child/young person and how they are to be met. This plan will be looked at during the placement stay and will be reviewed at each statutory review, one month, three months and six months into placement.

Children and young people will have the opportunity of a key worker who will be suitably chosen to reflect the child/young person's abilities and preferences. The key worker will become the link person between School and with the family. Sometimes the child/young person or the family might just want to ask practical questions which the keyworker can offer advice and reassurance. The child/young person will be given the choice of their key worker at Sycamore House. The Home's Manager ensures that all staff are trained and aware of their duties in operating keyworker responsibilities.

Arrangements for Quality-of-Care Reviews

In addition to monitoring and inspection from statutory bodies, Sycamore House has a Regulation 44 External Visitor that monitors the running of the home in line with relevant legislation and good practice. Reports are regularly forwarded to the MD, Regional Manager and the Home's Manager. The home is supported to develop their own personal development and action plan from the report outcome and findings.

In addition to spending time with young people, staff and management, a comprehensive checklist enables a thorough insight of how the home is functioning. The home is audited against a range of criteria including how children and young people are effectively safeguarded and how the conduct of the home promotes children's and young people's well-being.

An action log for improvement or development is provided together with details of timescales for action required and who is responsible for this. The Home's Manager monitors the home's provision through monthly checks.

Care Planning and Reviewing

Upon admission, each child/young person will have a Placement Plan, which sets out clearly the assessed needs of the child/young person and how these will be met on a day-to-day basis. The plan will identify 5 key areas to work towards each month.

The Plan includes the key elements of the L.A.C. system, health, education, physical and emotional needs. Safeguarding and promoting welfare, cultural, religious language, racial needs, and leisure needs. Also, contact arrangements with family, friends, and significant others.

The child/young person's needs and how best they are being met will be monitored by the child/young person's key worker. The key worker is responsible for maintenance of the Plan and co-ordinating the guidance, advice, and support for the child/young person.

The Home's Manager regularly seeks SYCAMORE HOUSE of children and young people, parents (where appropriate), social workers and teachers and considers in initiating and making changes to the plan.

Children and young people are encouraged to participate in meetings designed especially for them; minutes are taken of their views, opinions, and ideas. These meetings: held monthly or when requested, are tailor made to consider the age range and level of understanding, they have an open agenda and cover all aspects of daily life within the residential home. All children and young people receive a copy of these minutes on their working files, with copies also provided to the multi-disciplinary team.

The child/young person will be encouraged to participate as far as is practicable in the review process however staff will support and encourage the children and young people who wish to make a less formal "one-to-one" approach with staff and the placement plan is an evolving plan that is discussed during these events.

All children and young people are made aware of the context of their overall plans and Placement Plan according to their level of understanding and support received by the Therapy Team where appropriate.

Placement plans are reviewed under a multi-disciplinary team approach including:

- Child/Young person
- Home's Manager
- Key workers
- Family
- Education staff
- Therapy staff
- Social Worker

▪ **Child Protection**

Our children and young people have the right to feel safe in their home and we are committed to ensuring that this is achieved. We do this in many ways:

1. All staff have Enhanced DBS checks with full references prior to commencing employment.
2. All visitors to the home are vetted before entering.
3. Security is maintained within the property.
4. The home meets environmental health standards.
5. All staff receive safeguarding training which is refreshed every two years.
6. Designated child protection officer poster available for all children, staff, parents and Local Authority representatives

The safety and well-being of the children and young people is paramount and is underpinned in all care provided within the home. This is fully supported in the Hennessy Group policy of safeguarding children where its procedures clearly are a key to keeping children safe.

All children and young people have individual risk assessments which are regularly reviewed and monitored. We are careful to ensure that these risk assessments do not infringe the rights of the child/young person and allow them to take an element of risk to grow and learn.

Staff are familiar with and adhere to child protection protocol and will be prompt in raising a child protection concern. They are familiar with and will refer to:

- Hennessy Group Safeguarding Policy
- Local Safeguarding Children Policy
- Children's Homes Regulations 2015
- Hennessy Group Representations, Complaints and Compliments Policy

A hard copy of the above policies is readily available to staff and can be located within the office.

Safeguarding vulnerable children

Safeguarding children and young people is part of statutory induction training for all new staff to become familiar with and gain an understanding on child protection issues and protocol.

All staff will attend appropriate inter-agency training in Safeguarding and complete the LSCB e-learning training course.

SYCAMORE HOUSE has regular unannounced inspections, undertaken by Chris Goundry, MD. and Regional Manager Simon Duffy.

These focus on staff's knowledge around safeguarding as well as inspecting key documentation, such as accident/injury logs, and incident recording logs, to ensure that safeguarding is maintained within the service. An action plan is provided following each inspection of areas where progress is required, and this is followed up within 2 weeks of the actions made where necessary.

The named person and Designated Safeguarding Officer responsible for Child Protection at Sycamore House is the Home's Manager. The Designated Safeguarding Officer for the north east and Yorkshire within Hennessy Group is Simon Duffy, Regional Manager.

All parents and the Local Authority have access to our policy and procedure. This is in the general office of the home and can be requested at any time.

Anti-Bullying

Bullying is a persistent and personal abuse of power towards an individual. Bullying is defined as the unjustified, unprovoked and repeated display of aggressive, verbal or physical behaviour on the part of one individual or group to torment, inflict pain or humiliate, to the extent that the victims lose the power of will defend.

Bullying is recognised as a serious problem that can affect a person's mental and physical health and well-being. Bullying and any other form of intimidation is not acceptable. Internet bullying will be monitored by all staff ensuring that children and young people

access appropriate safe sites. Each child/young person will have a risk assessment on the use of computers. Staff use many forms of alternative and augmented communication to help children and young people to divulge their feelings including things such as feeling bullied. Staff are also observant and alert to any patterns of behaviour that may indicate a child/young person is bullying or being bullied. The child/young person's Positive Behaviour Support Plan/risk assessment will address aspects of behaviour that may be causing harm or distress to another child/young person.

Any form of intimidation that increases the risk of significant harm to a child/young person will be dealt with accordingly. The home has a zero-tolerance policy towards any form of bullying of children and young people by staff or others and has a robust anti bullying policy to support this. Any instances of such behaviour will be investigated, responded to and outcomes monitored.

How we protect our children and young people:

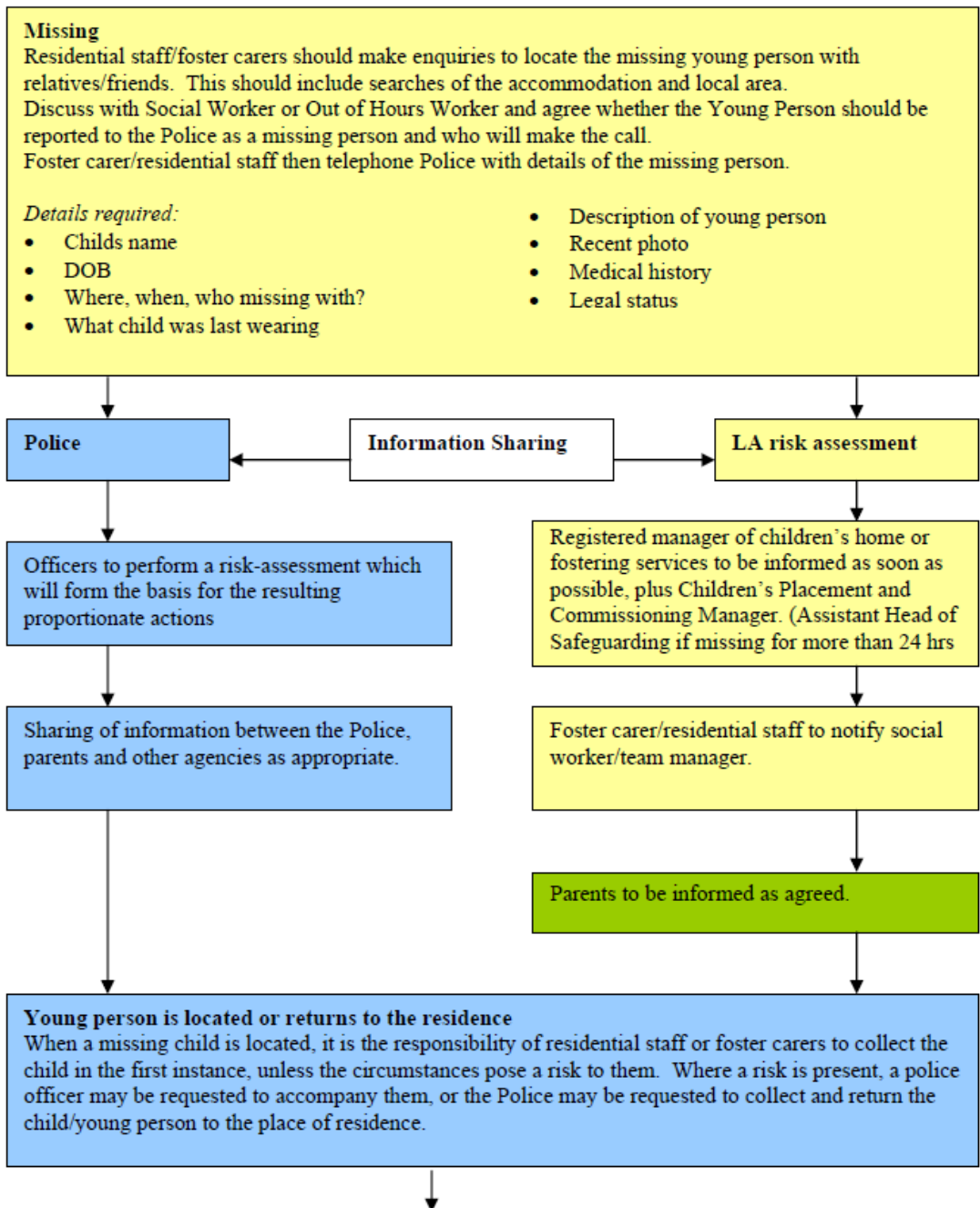
1. Teaching all children how to socialise and respect people particularly their dignity and privacy.
2. Children's Guide is in accessible format informing them of what bullying is and how to respond to it or make a complaint.
3. Advocate and key worker support are available to all children and young people.
4. Detailed Placement Plans/Positive Behaviour Support Plans and risk assessments for children and young people.
5. Children's/Young people's meetings so that they have an opportunity to air their feelings.
6. High level of support and supervision.
7. Indicators of Well-being which helps to identify the subtle signs of bullying.

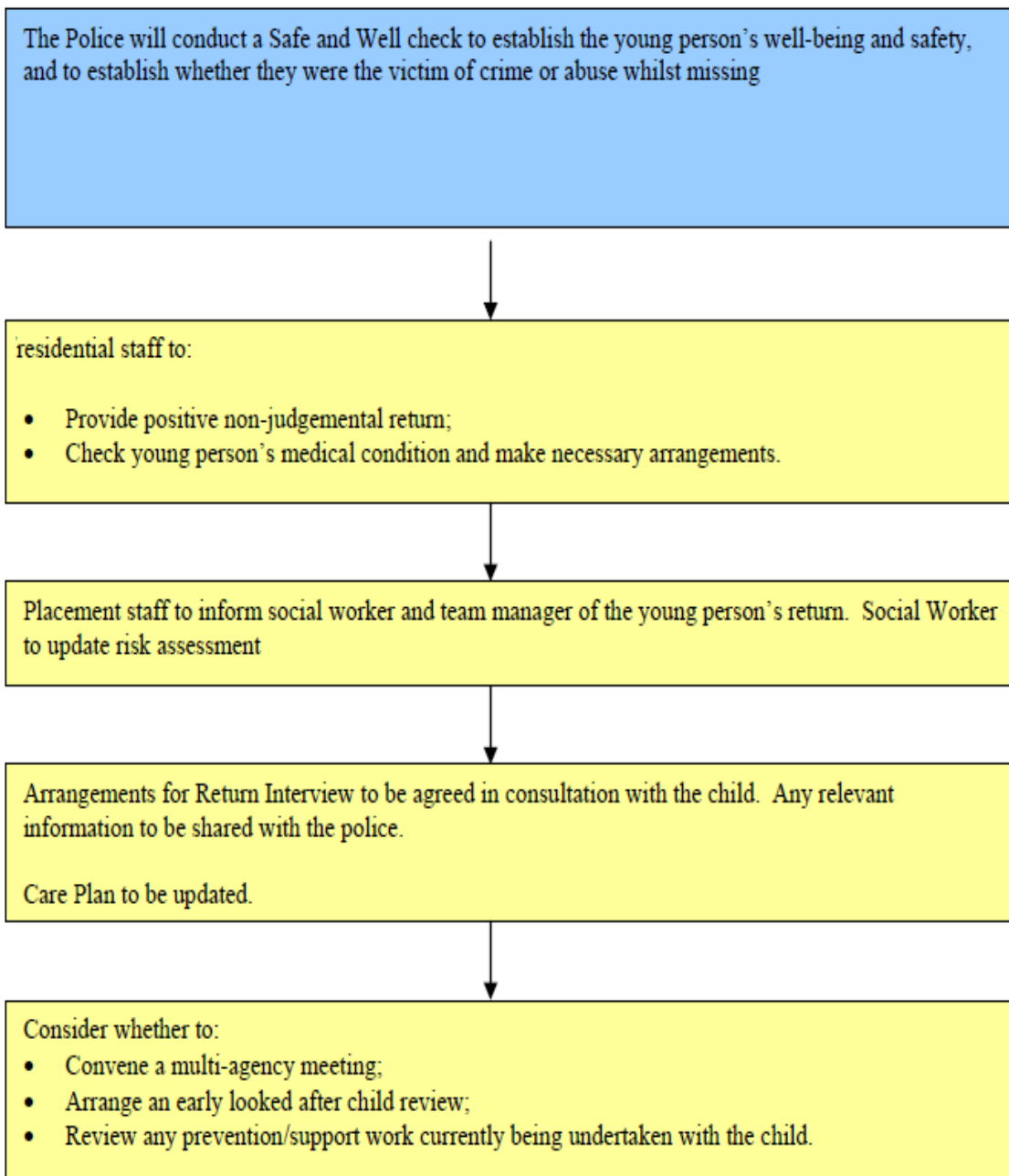
Missing from Care

At SYCAMORE HOUSE we ensure that all children and young people are supervised both during the day and at night according to their assessment needs. If a child/young person has been known to abscond a Missing Person's Risk Assessment is created along with a recent photograph to assess the risk of absconding/going missing and provide a history of outcomes of past experiences of absconding. SYCAMORE HOUSE will use the Doncaster's Philomena Protocol should a young person go missing from care. The Home's Manager will put into place all reasonable measures to prevent a child/young person from absconding. These procedures may include behavioural and/or therapeutic approaches to change the child/young person's behaviour. Any such measures will be used as agreed in the child/young person's Placement Plan. In the event of a child/young person regularly absconding a copy of the missing from care risk assessment and photograph would be shared with the local police.

In the event a child/young person does go missing the police are notified immediately whilst staff conduct a localised search based on all known information and knowledge of the child/young person. The safety of the children and young people is paramount.

If the child/young person wanted to speak to an independent advocate, then this can be arranged. Parents and professionals would be kept fully informed of any action taken to prevent reoccurrence. At Sycamore House we have a comprehensive Missing from Care policy which is linked to the Safeguarding Children's Missing from Care Policy and the local Police's Philomena Protocol.





Fire Precautions

The home operates robust fire and emergency procedures.

The home has a fire policy which is rigorously applied. An appropriately qualified external agent services equipment on a regular basis.

Fire equipment and alarms are tested at regular intervals and tests are recorded in the fire logbook, testing takes place in line with the fire safety policy and legislation and staff and service users take place in regular evacuations as required and we actively support children

and young people in understanding fire safety. We do this through talking about fire safety and through fire drill simulations. Records are kept and include children's and young people's comments.

All exits are clearly marked and with emergency windows and fire equipment in place that is checked regularly.

The team receives regular fire training from a qualified consultant and in-house instruction takes place as part of the induction process for new staff and regular thereafter.

We also participate in night-time simulation drills to raise staff awareness on fire safety. We also have an evacuation plan which highlights the procedure for staff to follow in the event of a day or night-time fire and accommodation required for the children and young people in the event that the building is unsafe.

The staff team will carry out weekly checks on all fire equipment, record and report any actions required to their line manager. All our staff have been trained in first aid so that there is a first aider on duty at any one time.

Health and medical emergencies are also planned for within the general running of the home. An ambulance will be called by the home in the event of any accident or injury requiring attention. A staff member will accompany the child/young person to hospital and remain with them as required. Night cover will be provided if it is felt that this would be in the best interests of the child/young person or at the request of the placing authority.

Other emergencies such as gas or water leaks or electrical failures, will receive immediate attention from appropriate external agencies, the home has a Business Continuity Plan which can be found in the office.

Fire precautions and emergency procedures are inspected during monthly statutory Regulation 44 visits and during the Home's Managers Regulation 45 reporting. The Home's Manager also ensures that portable appliance testing (PAT) is carried out on a yearly basis. The boilers are serviced annually to ensure that they are safe for use.

Trauma Informed Input into the Home

The changing needs of a child or young person can make it difficult to make predictions about the on-going and future needs of the individual. Hennessy Group see this as part of the on-going review system and accepts that the home may no longer be suitable for the changing needs of the individual. This can include an increase in independence and development.

Emergency incidents notwithstanding, any decisions or changes will be made through multidisciplinary reviews and would only happen if agreed that it is in the best interests of the child or young person, or where a failure to act is likely to put the home in breach of registration requirements.

Staff attend regular training which enables them to implement trauma informed strategies and approaches effectively. We use the PACE model, and we are moving on to the next stage of DDP.

Staff Acknowledgement

I confirm I have read the contents of the Statement of Purpose.

I confirm I will carry out all instructions as detailed in this document.

I can confirm I know this document is kept within the office Should Ofsted request me to locate the Statement of Purpose during an inspection I can do this immediately.

I am aware that the Statement of Purpose is a document that all Children’s Residential Homes must have as stated in Regulation 16 of the Children’s Homes Regulations 2015 which instructs who the Statement of Purpose should be available to. Schedule 1 of the Children’s Homes Regulations sets out a detailed list of criteria which is the minimum contents contained in the Statement of Purpose.

I agree to follow the guidelines in the Statement of Purpose.

Name	Signature	Date