

The Castle Gate

Statement of Purpose



*Love Lane Newbury Berkshire RG14 2JG
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Introduction

1. Our aim is to provide an excellent short term break service for Disabled Children and Young people with health and social care needs living in the catchment area of west Berkshire.

2. The service is based at Castle Gate which is a two story building set in the grounds of the castle school about 1.5 miles north of Newbury town centre.

We can provide families with a range of breaks including overnight and day care. Castle Gate has 6 single bedrooms and there are ample bath, shower and toilet facilities. We also have 2 lounge areas, a communal dining area, kitchen and an upstairs flat for promoting independent living skills.

The building also has an activity and sensory room for play, recreation, relaxation and sensory programs. We have a paved patio area which leads into an attractive and secure garden with adventure playground swings and a sensory planted area.

The Castle Gate has its own mini bus which enables the children and young people to be taken out to local amenities and to promote community presence and participation.

3. The Castle Gate is jointly funded by Berkshire West PCT and West Berkshire Council and is managed by the Children and Young People's Directorate within West Berkshire Council. It registered as a children's home with Ofsted: Reference number SC030677.

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Staffing

4. Rachel Palin is the Team Manger. There is a full staffing list with their qualifications and training records available on site.

5. We have approximately 18 staff members all of whom are trained to the minimum requirement of the Diploma in Children and Young People (Replacing the NVQ level 3 program). More senior staff are trained to NVQ level 4, the Registered Managers award level 4 and other management training such as the ILM. The team also include registered nurses and social workers.

6. A comprehensive system is in place to provide support and formal supervision. A training and development program is offered in line with the organisations policy and procedures from management to all staff levels. Each staff member has an annual appraisal and personal development plan.

7 All new staff are provided with a thorough induction and mandatory training courses within the first 6 months. There is a continuous training program for the Diploma in Children and Young People and all staff receive in house training in line with our policies and procedures. All training takes place either in house or by accessing the organisations training calendar.

Referral and Eligibility

8. The Castle Gate provides a service for disabled children aged 8 – 18 years with health and social care needs. We offer overnight stays for children aged between 0- 8 where they have been identified as having complex needs and where no other suitable family based respite is appropriate.

All referrals are received via a multi agency resource panel chaired by the service managers of the Castle Gate and the Special Educational Needs and Disabled Children's team.

9. Children and Young People are referred to Castle Gate via the Disabled Children's Team and the integrated service lead/specialist nurse for children with complex health needs. All children have been assessed and referred for short breaks, to address an identified need. All service users are reviewed six monthly in line with the looked after children and children in need procedures, and this is lead by their social worker.

The Castle Gate does provide occasional emergency care but only to children known to the service.

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10. The Castle Gate provides up to six beds in a mixed gender group and we are able to offer two day care opportunities each day.

The Short Break Service

11. The children who use the service are registered with their own family doctor, if they become ill whilst in our care, they will usually visit their own GP. In emergency situations we would ring the out hours NHS support or the emergency services.

12. The children and young people are expected to attend their regular school on a daily basis. The staff team work alongside the teachers to use common learning techniques and ensure consistency of care.

13. A full activity program is organised taking into account the likes and dislikes of the children as outlined in their care plans and in line with our staff ratios. We have extensive activities on site and within the school grounds. We use local community facilities and activities. These activities are varied and reflect real life opportunities for children to promote their social inclusion and cultural awareness, with a focus on developing independent and social skills development.

14. Each young person is allocated a key worker who ensures that the young person's needs are represented in a care plan and/or communication book. Regular children's meetings are held to evaluate our service and we consult at 6 monthly intervals with parents and carers. We also aim to hold at least 2 parent/carer consultation meetings every year and produce an annual evaluation of these findings. The outcome of feedback and consultation is used to constantly improve the quality of the service.

Behaviour and Risk Management

15. There will occasionally be a need for control and restraint and all staff receive training based on the PROACT-SCIP-®-uk, provided by our in-house trainers. Behaviour plans are followed for each child; all incidents are fully recorded, monitored and evaluated by the team manager and our in house instructors.

16. All staff are trained in safeguarding and child protection and we work closely with the social work teams and follow the Berkshire child protection procedures.

Children and young people are booked into the service with peers who are compatible with each other and we have a generous staffing ratio for a group living environment. We continually review the mix of young people

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being cared for together, to ensure risks are minimised and to counteract bullying.

17. We have an in-house procedure for dealing with unauthorised absence. Parents or those acting in loco parentis are always informed immediately if their child is missing. Children are supervised in and out of the building but, very occasionally, children could leave unsupervised. The child's care plans will include information about the likelihood of this happening and risk assessments will be completed to ensure this risk is minimised.

If after a local search the young person cannot be found they will be reported to the police as a missing child according to the council procedures, including notifying the Head of Service and the emergency duty team.

18. The Castle Gate does not have any electronic or mechanical means of surveillance.

19. The Castle Gate is fitted with fire and smoke detectors and emergency lighting, all of which are regularly serviced and maintained. Regular staff training is undertaken and weekly and monthly checks are made on the building and equipment, and recorded in the fire log book.

Care Planning

20. The young person's religious instruction or observance is recorded on their individual care plans for all staff to follow and respect in all areas of the service provided.

All staff receive training in managing diversity and we have activities throughout the year which celebrate cultural festivals when parents, carers and significant others are encouraged to attend.

21. The Castle Gate has a complaints procedure which is in line with the council's policy and is overseen by the Team Manager and supported through line managers and the complaints officer.

Young people, parents and carers are positively encouraged to question and comment on practice and to contribute their views on how Castle Gate is run and managed. The Castle Gate publishes this information as part of the annual evaluation report.

22. A formal review of the child's care plan is held every 6 months and recorded by the social worker. The format of this review is dependant on the legal basis of the overnight care. If a child is looked after then the review will be chaired by an Independent Reviewing Officer.

Care plans and risk assessments are updated, as soon as any changes are identified, by the key worker at Castle Gate.

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23. Young people do not share bedrooms. All young people are booked in after considering staff dependency levels, individual needs, behaviours, relationship with peers to ensure all who stay get the maximum benefit from the service.

24. The Castle Gate staff team does not provide therapeutic techniques as part of this service.

Aims and Principles of Service

25 The philosophy of care at The Castle Gate is based on guidance in the Children Act 1989, Volume Six, and Children with Disabilities. Our aim is to ensure that children receive a service of the highest standard and tailored to individual need. We work in a manner which respects dignity, privacy and promotes choice and independence and one which is in line with person centred planning. Our reviews are outcome focused and based on the ability and development of the child or young person.

27. The Castle Gate policy is for all staff to work with all disabled children and staff work in accordance with West Berkshire's Equal Opportunity Procedure. The importance to a young person of their gender, disability, ethnic origin and cultural background is recognised, and is fully taken into account within their Care Plans.

The Staff are committed to working in partnership with the young person's family network. We consult with Parents/Carers and encourage participation and involvement in their child's day to day care, living arrangements and recreational or behaviour management programmes. All young people are entitled to high standards of care which includes the right to exercise choice, to have privacy, to be listened to and treated with respect by those that work alongside them.

The Castle Gate staff are committed to the principles of social inclusion, and actively encourage presence and participation in the local community. The Castle Gate operates a West Berkshire cross gender care policy, and works to the principles of providing safe care to children and young people.

Rachel Palin
Team Manager