



Seaside
CARE HOMES

Company Number 6552561

Statement of Purpose

July 2017

"THE BEACH HUT"

9 Huntingdon Way

Clacton-On-Sea

Essex

CO15 4EZ

01255 475557

www.seasidecarehomes.co.uk

info@seasidecarehomes.co.uk

Registered Owners

Sarah Crow and Amanda Owen

This SOP is available in other formats upon request.

**“The Beach Hut” is subject to inspections
By the CQC**

03000 616161

Responsible Individual Sarah Crow

**Registered Manager
Carole Nevard**

C/O

Seaside Cottage (Head Office)

46 Coppins Road

Clacton-on-Sea

Essex

CO15 3JG

01255 223146

Health and Social Care Act 2008

**CQC Service Type: Residential Social Care (CHN)
& Rehabilitation Services (RHS)**

**Regulated Activity: Care Home Services with Nursing & Treatment of
Disease, Disorder and Injury**

Statement of purpose

Health and Social Care Act 2008

Service provider	
Name	Seaside Care Homes Ltd
Address line 1	Seaside Cottage (Head Office)
Address line 2	46 Coppins Road
Town/city	Clacton-on-Sea
County	Essex
Post code	CO15 3JG
Email	info@childrensrespitecare.co.uk
Main telephone	01255 223146
ID numbers	
Service provider ID	1-177896438
Registered manager ID	CON1-1960283697

Aims and objectives

1. We aim to provide long and short term residential care in a warm, stimulating and comfortable environment that is appropriate for young adults with complex care needs.

2. The Registered Manager is Registered Nurse, as a qualified healthcare professional she is able to assess, plan implement and evaluate the care required for each individual and continually review and monitor the effectiveness of care delivery, smoothing the process for the care pathway from referral to admission to our care home and subsequent discharge if or when appropriate.


3. Our Registered Nurses will assess care needs on the young person's referral to our service and identify any specialist care tasks and requirements for medical equipment for which training will be required for our support workers so that safe and effective care is ensured.

4. Our service is also able to support transition between hospital and home for young people with long term complex conditions with the aim of promoting faster recovery, preventing unnecessary readmission to acute services, and fully supporting timely discharge thereby maximizing independent living. We will coordinate with other services enables a seamless approach to be maintained and offer a 'step-down' service to facilitate discharge from hospital and promote faster discharge to the young person's home setting where appropriate; we work towards transition when required, along with the individual's Unified Transition Plans

5. We provide families with confidence and assurance that the young person's specialist treatment needs are met and that an individualistic approach is maintained at all times, all plans are formulated with the family, young person and care teams (social and health)

6. We strive to ensure that the family will be able to maintain close links with the managers and care team so that they feel able to share information and concerns to ensure the care is progressive and striving for excellence at all times

7. Our small capacity means that young people develop good relationships with their carers and also that the staff get to know the young person and have a very good understanding of their communication methods and can tell very quickly if there is any deterioration in their condition so that medical advice can be sought.

Legal status	
Limited Company	
Company number	6552561
Group structure (if applicable)	<p>Seaside Care Homes Ltd Head Office Seaside Cottage 46 Coppins Road Clacton-on-Sea CO15 3JG Registered Children's Home with Ofsted</p> <p>The Beach Hut 9 Huntingdon Way Clacton-on-Sea</p>

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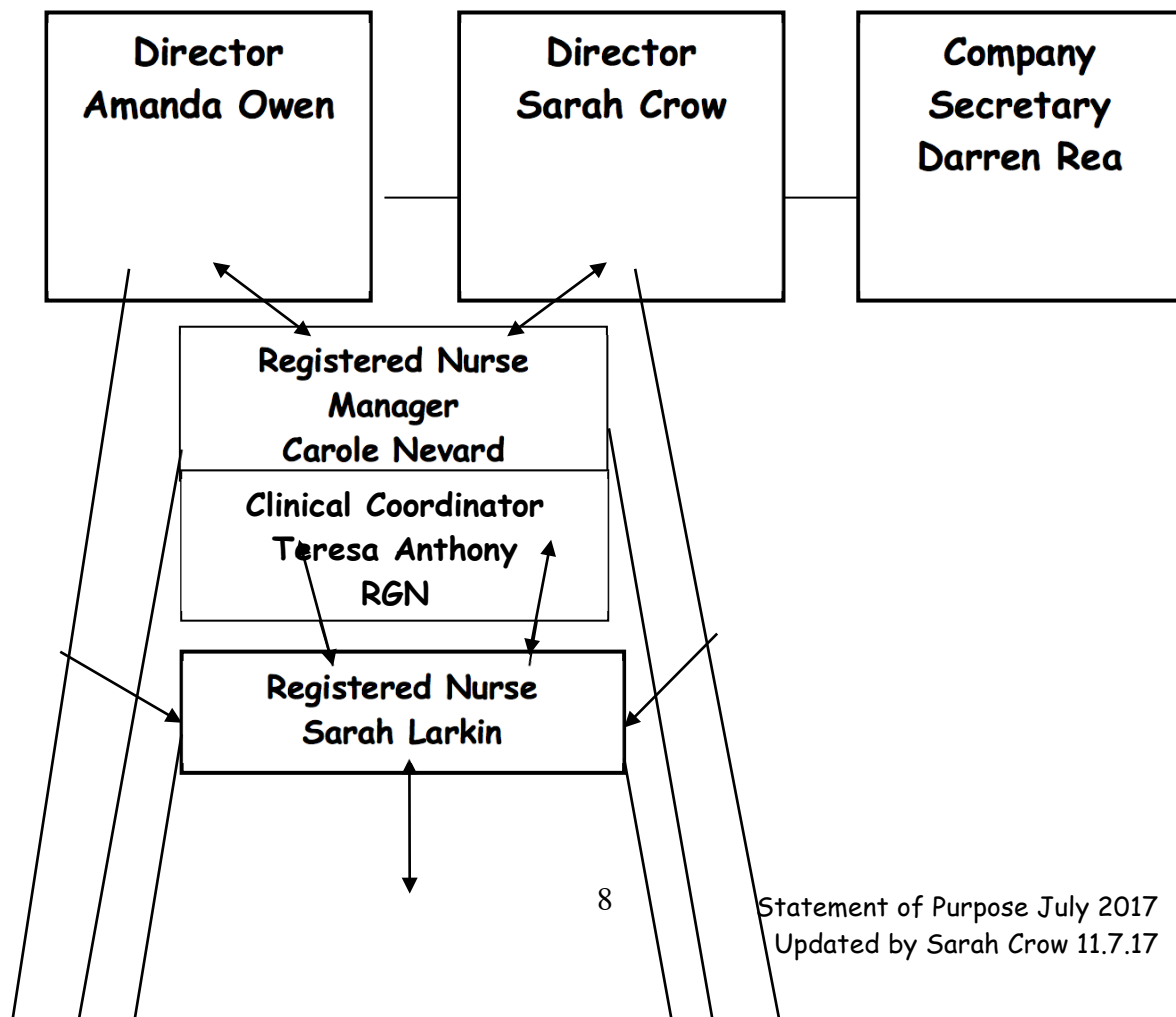
Regulated activity 1	Treatment of Disease, Disorder or Injury
Regulated Activity 2	Care Home Services with Nursing
Services	<p>We provide short and long term respite and residential care for young people with complex care needs in our purpose adapted bungalow which provide a home from home environment.</p> <p>The Registered Manager is a Registered Nurse and within the Scope Of Practice (NMC The Code; Standards of conduct, performance and ethics for Nurses and Midwives 2008) will directly assess the needs and plan the complex care for the young people using the service, follow any treatment plans from the hospital discharge team and review the effectiveness of that care plan. This might include:</p> <ul style="list-style-type: none"> • Assessing wounds and stoma integrity such as tracheostomy or gastrostomy sites and altering the care plan accordingly. • Assess the need for altering the enteral feeding regimen if the young person not tolerating feed for differing reasons. • Assess the effectiveness of weaning young people from oxygen or their ventilators (from wet to dry circuits) and reevaluate their care plan accordingly • Monitoring fluid balance on young people who are at risk of a negative balance and adjusting regimen as appropriate (enteral feeding and ileostomy/colostomy) • Assessing levels of pain and monitoring the effect of analgesia • Reinserting nasogastric tubes electively or as required if dislodged • Pressure area care and assessment of tissue viability and care planned accordingly • Acting as a step down service between

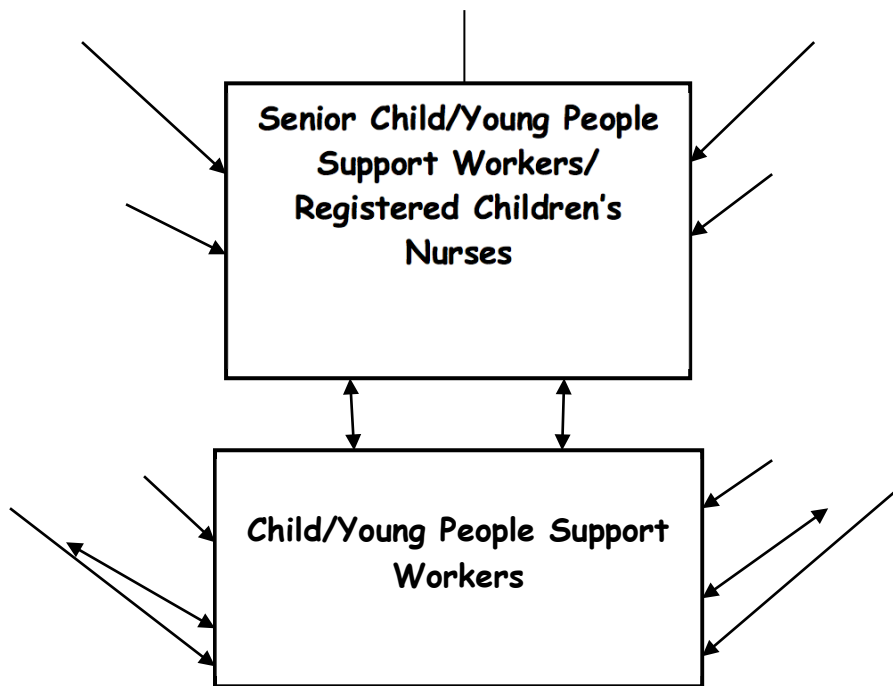
	<p>hospital and home ensuring any training of parents/carers can continue on a more local level out of the hospital environment</p> <p>This list is not exhaustive and any specialist tasks taken on would be risk assessed and appropriate training ensured before admission to home, ensuring the registered nurses remain within their scope of professional practice.</p> <p>We work in conjunction with the multidisciplinary teams and ensure that these individual and extensive treatment plans are followed by our staff to ensure safe and individualised care is provided at all times.</p> <p>The Manager,Registered Nurses the Clinical Coordinators will remain accountable for all care planned and provided by this service.</p> <p>Our Registered Nurses will train and assess as competent our support workers and ensure that all members of the team have competency files for any specialist care tasks required; and that only specialist care tasks that can be delegated by a registered nurse to a support worker will be carried out. The care will be executed by our team of support workers with support and supervision.</p>
<p>Name and contact details of registered manager(s)</p>	<p>Registered Manager</p>
	<p>Full name: Carole Nevard</p>
	<p>Contact details:</p>
	<p>Business address: Seaside Care Homes Ltd Seaside Cottage (Head Office) 46 Coppins Road Clacton-on-Sea Essex CO15 3JG</p>
	<p>Telephone: 01255 223146/07483420924</p>
	<p>Email: carole@childrensrespitcare.co.uk</p>
	<p>Regulated activities:</p>
	<p>1. Treatment of Disorder, Disease or Injury</p>

	2. Care Home Services with Nursing
	Telephone: 01255 223146
	Email: info@childrensrespitcare.co.uk
Location 2:	
Name of location	The Beach Hut
Address line 1	9 Huntingdon Way
Address line 2	Clacton-on-Sea
Address line 3	Essex
Address line 4	CO15 4EZ
Brief description of location	3 bedroom bungalow in a quiet residential road in Clacton-on-Sea, adapted to accommodate children and young people with complex care needs both ambulant and non-ambulant in a home from home environment. All rooms have overhead tracking for hoisting needs.
No of approved places/beds	3
Name and contact details of registered manager(s) (if applicable)⁴	Registered Manager
	Full name: Carole Nevard
	Contact details: 01255 223146/ 07
	Business address: Seaside Care Homes Ltd Seaside Cottage (Head Office) 46 Coppins Road Clacton-on-Sea Essex CO15 3JG
	Telephone: 01255 223146/ 07483420924
	Email: carole@childrensrespitcare.co.uk
	Locations: 1&2
	Regulated activities:

	1. Treatment of Disorder, Disease or Injury	
Service user band(s) at this location	Learning disabilities or autistic spectrum disorder	🌐
	Younger adults	🌐
	Physical disability	🌐
	Sensory impairment	🌐

Organisational Structure





"Statement of Purpose"

This "Statement of Purpose" provides important information about our specialist care home and the way it is run. This is in accordance with the legal requirements set out by The Health and Social Care Act 2008 and The Quality Standards (2014). It will also adhere to the Children and Families Act 2014 which includes young people age up to 25 within the Special Education Needs and Disability Code Of Practice 2014.

The information within this statement is intended for

- Young people receiving care at The Beach Hut
- Parents and Carers of young people receiving or planning to receive care at The Beach Hut
- Staff employed at the home and outside agencies

We recognise and agree with the values that underpin The Health and Social Care Act 2008 and The Children and Families Act 2014 and SEND

Code of Practice 2014 which recognises the specific needs of young people up to the age of 25 with Special Education Needs and Disability and fully encompass these principles in the running and day to day and provision of our home, the values are as follows:

- The young persons's welfare safety and needs are at the centre of their care
- Young people should have an enjoyable youth and benefit from enjoying a wide range of opportunities to develop their talents and skills leading to a successful adult life
- Young people are entitled to grow up in a loving environment that can meet their developmental needs
- Every young adult should have his or her feelings and wishes listened to and taken into account.
- Each young adult should be valued as an individual and given personalised support in line with their individual needs and background in order to develop their identity, self-confidence and self worth.
- The particular needs of disabled young people with complex needs will be fully recognised and taken into account.
- Looked after young people should wherever possible maintain relationships with birth parents and their wider family
- Young adults in residential care should be given the opportunity for as full an experience of a supportive homely environment as possible.
- Carers will be recognised as a core member of the team around the young person with an important contribution to make in planning and decision making about the young person.
- It is essential that staff receive relevant development opportunities in order to provide the best care for the young people.
- A genuine partnership between all those involved in the young person's life is essential for the NMS to deliver the best outcomes for young people this includes the government, local government and other statutory agencies.

Our overall aim is to provide specialist, high quality long term residential and respite care for young people up to 25 years who have complex and/or health care needs for which treatment and specialist care may be required. The home can provide placements for a maximum of 3 young adults at any time thus maintaining the ability to provide a homely

environment. We are able to accommodate ambulant and non-ambulant young people with a wide range of complex health care needs where high levels of intervention are required. Care and treatment will be planned, managed and overseen by the owners who are experienced nurses, and designed to meet the needs of each individual in accordance with the young person's multi disciplinary teams' plan of care. If a young person becomes unwell whilst staying at 'The Beach Hut' we will seek medical advice/review and inform the parents/carers or placing authority.

Nursing Care

The young people who stay at The Beach Hut may have a variety of nursing needs. We adhere to the guidance published by the Royal College of Nursing 2008 and adopted by Ofsted and the CQC (2010)¹ regarding the delegation of nursing tasks and resultanty we can accommodate young people who may require one or more of the following care procedures as part of their routine care needs.

It is agreed that the following advisory list of procedures may be safely taught and delegated to non-health qualified staff following a person-specific assessment of clinical risk:

- Administering medicine in accordance with prescribed medicine in pre-measured dose via nasogastric tube, gastrostomy tube, or orally
- Bolus or continuous feeds via a nasogastric tube
- Bolus or continuous feeds using a pump via a gastrostomy tube
- Tracheostomy care including suction using a suction catheter
- Emergency change of tracheostomy tube
- Oral suction with a yanker sucker
- Injections (intramuscular or subcutaneous). These may be single dose or multiple dose devices which are pre-assembled with pre-determined amounts of medication to be administered as documented in the individual's care plan
- Intermittent catheterisation and catheter care
- Care of Mitrofanoff
- Stoma care including maintenance of patency of a stoma in an emergency situation using for example the tip of a soft foley catheter and replacement of button devises once stoma has been well established for more than 6 months and there have been no problems with the stoma

¹ CQC and Ofsted guidance: Registration of healthcare at children's homes (2010)

- Inserting suppositories or pessaries with a pre-packaged dose of a prescribed medicine
- Rectal medication with a pre-packaged dose i.e. rectal diazepam
- Rectal paraldehyde which is not pre-packaged and has to be prepared - permitted on a named person basis as agreed by the child/young person's lead medical practitioner i.e. GP or consultant
- Administration of buccal or intra-nasal Midazolam and Hypo stat or GlucoGel
- Emergency treatments covered in basic first aid training including airway management
- Assistance with inhalers, cartridges and nebulisers
- Assistance with prescribed oxygen administration including oxygen saturation monitoring where required
- Blood Glucose monitoring as agreed by the young person's lead nursing/medical practitioner i.e. GP, consultant or diabetes nurse specialist
- Ventilation care for a young person with a predictable medical condition and stable ventilation requirements (both invasive and non-invasive ventilation). NB. Stability of ventilation requirements should be determined by the young adult's respiratory physician and will include consideration of the predictability of the young adult's ventilation needs to enable the key tasks to be clearly learnt.

At The Beach Hut the staff are trained and assessed as competent to care for young people with complex health needs on an individual basis in accordance with each young adult's requirements as specified and agreed by their multi disciplinary teams.

Seaside Care Homes Ltd History

Our company was founded in 2008 under the name of Children's Respite Care Ltd and specialises in providing short breaks and long term residential placements for children and young people with complex care needs. Following increasing demand for not only provision of care to children but also care provision to many young adults and as such responded with the company name change to Seaside Care Homes Ltd which we felt to be more appropriate for our older residents.

Amanda Owen RGN/RSCN

Amanda trained at Romford College of Nursing and Midwifery, originally qualified as a Registered General Nurse she then successfully completed her training to become a Registered Sick Children's Nurse in 1995.

With 12 years experience in Children's Accident and Emergency Care, Amanda studied at Masters Level as an Advanced Paediatric Nurse Practitioner. Following experience as an outreach children's nurse she was an instrumental lead in setting up a very successful Children's A&E Department in a busy London Hospital. Her role prior to this project was that of Matron of Children's Services at a large General Hospital, responsible for successfully managing and developing paediatric nursing services spanning neonatal, A&E, Children's ward, outpatients and day unit/day surgery. More recently over 8 years experience as registered manager and ILM level 5 Award in Leadership and Management.

Sarah Crow RGN/RSCN BSc (hons) Community Specialist Practice (Children's Community Nursing)

Sarah trained at Great Ormond Street Hospital for Sick Children in 1985 with secondment to West Dorset School of Nursing to obtain dual registration as a Registered General Nurse and a Registered Sick Children's Nurse. 10 years of acute paediatrics was gained at a busy General Hospital where she achieved promotion to F Grade ward Sister. This was followed by 9 years working as a Children's Community Nursing Sister culminating in promotion to the role of Lead Nurse for Children's Community Nursing, where a wealth of knowledge has been developed in care of the young person/child/baby with complex needs and the technology dependant child in the community environment. Sarah also has specialist qualifications and a depth of experience in paediatric palliative care and paediatric oncology. More recently over 8 years experience as registered manager and ILM level 5 Award in Leadership and Management.

Carole Nevard Registered Manager RSCN/ BSc (hons) Primary & Community Care

Carole trained in Suffolk and qualified as a Registered Sick Children's Nurse in 2000. She came to the Company with over 15 years' experience in caring for children and young people with both acute and chronic healthcare needs. After qualifying Carole worked on a children's hospital ward working as a senior staff nurse, before moving onto Children's Community Nursing in 2004. This progressed to a promotion as Lead Nurse for the team, managing a successful and well respected team of

specialist nurses. She went on to obtain her degree in Primary & Community Care in 2013. Her areas of special interest are the care of children with complex healthcare and palliative care needs. Carole joined our team as a Nurse Manager in April 2015 and is now our Registered Manager.

Sarah Larkin RN Child

Sarah trained at St Bartholomew's Hospital London, and qualified as a registered nurse for children in 1998. She came to the Company with over 17 years' experience in caring for children and young people. After qualifying Sarah worked at the Royal London Hospital on an acute medical ward before moving to Children's A&E as a Sister for 8 Years. Following a move to Colchester from London, Sarah joined the Children's Community Nursing Team as a specialist nurse. Her specialist interests are promoting the wellbeing of children and young people with complex needs. Sarah joined the Company as a Nurse Manager in 2015.

Philosophy of Care

We recognise that young people with special educational needs and disability deserve care in service provision designed and provided specifically for their age group. We aim to provide a service that accords young people equal rights and opportunities and ensures that they are not disadvantaged, a service that provides a stimulating, creative and varied environment conducive to promoting their individual development and maximising their quality of life. We can meet a wide range of differing needs, we aim to provide both short breaks and long term residential placements as a positive and flexible service based on promoting self-esteem and confidence, enabling the young people to make informed choices about their lives.

We believe that high quality short breaks/respite care should be available to all families and carers of young adults with complex care needs, a view advocated by the Government in their recent documents 'Better Care. Better Lives' (2008) and 'Aiming High For Disabled Children' (2007), SEND Code of Practice 2014 and The Children and Families Act 2014, and that these breaks will help to maintain the family home. Our service will ensure that young people can receive safe, high quality, reliable care in a home from home environment. It is of great importance that for the young people staying for a short while that this break is also a holiday for the young person where they will have opportunities to take part in activities and enjoy themselves promoting independence and

raising self esteem. All young people using the service will be given individualised care according to their needs thus ensuring that their safety and welfare is paramount at all times, giving parents and carers the confidence to place their young adult in our care, while they have a well deserved break.

Our team is led by staff with specialist nursing knowledge and expertise combined with commitment, motivation and dedication to provide an excellent professional service.

Each young person using the service will have a key worker who is familiar with their specific care needs and responsibility to ensure that these needs are met, in accordance with the guiding principles of the Child and Families Act 2014. Our small team will be able to ensure consistency and continuity of care.

Aims and Objectives

It is our aim to ensure provision of high quality specialist residential care for all the young people using our service and to provide security and stability for those young people "looked after" in the care system. The Beach Hut is designed and managed to provide as near to a family environment as is feasible. Our service is run in accordance with the Children's Homes National Minimum Standards (2011), The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and follows the principles and ethos of Children and Families Act 2014. It is to this end we adopt the guiding principles that every young person should:

- **Be Healthy:**

Our service will ensure that young people have access to universal and specialist health care whilst receiving the service; the young people have the right medicine, that specialist care tasks and procedures are safely administered by staff that are trained and competent to do so.

- **Stay Safe:**

All young people using the service will be cared for by staff specifically trained in safeguarding both children and young vulnerable adults; we have robust safeguarding procedures to ensure that swift and appropriate action is taken to protect disabled children/young adults ; we will ensure they have the right medicine, that specialist care procedures are safely administered by staff that are trained and competent to do so; the service is appropriately adapted and the necessary equipment is in place; the young people will continue to have access to their specialist health support whilst using the service; the young people will not have a

multiplicity of carers whilst receiving the service so that the young person can develop a relationship with the team and also that we can develop an understanding of the young person's unique needs and ways of communicating. Young people using our service will be free from bullying and discrimination. All young people using our service will be able to access an Independent Advocacy Service and would be supported in doing so.

- **Enjoy and Achieve:**

Young people using the service will be happy and have fun and security during their stay; they will be enabled to develop and continue with their family, social networks, education and friendships whenever appropriate and encouraged to forge new relationships with other young people who stay here; they will have appropriate systems and support to enable effective communication whilst at The Beach Hut; if using the service for short breaks the parents or carers will have a real break from their caring responsibilities.

- **Make a positive contribution:**

We will make every attempt to ensure that disabled young people are enabled to communicate their views about the service and their care; they are supported to communicate their choices and preferences; they will have the opportunity to participate in planning and decision making about the services they receive and their views will be gathered routinely; we will ensure that we positively support all service users through key transitions, developing self-confidence to deal with changes and challenges whenever they arise.

- **Achieve economic well being:**

The young people using our services will be living or staying in a decent, high quality homely care home that is purposely adapted with access to the material items that will ensure all their economic needs are fully met with opportunities and experiences maximised.

Placement Plans

All young people receiving care at 'The Beach Hut' will have their needs assessed effectively and comprehensively, with written treatment and care plans that outline how these needs will be met, implemented and the effectiveness of that planned care reassessed on a day to day basis. Each young person will have an individualised health and care plan formulated

and reassessed monthly; the young person will participate in this process wherever appropriate.

Following referral a full care and needs assessment will be made by one of our Registered Nurses who are all experienced children's and/or general nurses. The plan will ensure that a holistic approach, individual to each young person is achieved.

If the young person has communication difficulties, the registered owners will ensure that the individual's requirements are established and that whatever system the young person uses is incorporated into their care plan so that they can be active in making decisions about their care whenever possible.

The Registered Manager regularly seeks the views of the young people and their carers on the content and implementation of the placement plan. A satisfaction audit is carried out after each placement for governance purposes.

The Registered Manager will contribute to the young person's placement plan and statutory review, and will provide comprehensive written reports of progress whilst under our care. The results of all statutory reviews are recorded in the young person's file and any actions required are clearly defined. Any relevant information on progress or difficulties encountered by the young person will be provided to the placing authority or family. We will contact the Placing Authority to request Statutory Reviews or visits if they are overdue or if a change in care plan is needed. We will ensure that if a young person is not visited by their social worker at the frequency expected by the regulations or within a reasonable time following request for a visit originated by the young person that this is raised at the next review.

Contact

We will ensure that practical support is available to young people so that they are able to maintain constructive contact with their families, friends and other people who play a significant role in their lives. Contact arrangements are discussed at the time of placement/admission and are detailed in the placement plan. Any restrictions on contact for the protection of the young person are clearly defined in specific risk assessments and all staff are made aware of and will abide by these.

Contact by visits, letters, telephone, and e-mail are facilitated where there are no such restrictions in place.

Admission Policy and Guidelines

'The Beach Hut' has a structured approach to admission for new referrals.

- Initial referral must be made to the Registered Manager
- Referral may be made by a Local Authority Representative, health care professional or by a family member, advocate or next of kin.
- An initial assessment is made to ascertain the suitability of our service and if necessary a formal assessment will take place. The assessment will determine the young person's health care needs, educational needs, specialist equipment and individual programmes of care.
- If our service is considered appropriate for the young person their placing authority will be informed and introductory visits can commence.
- The young person and carers will be invited for an informal visit. They will be given a Statement of Purpose, Young People's Guide to the service and a copy of the complaints procedure. If they decide they would like to use our service and funding is agreed a structured gradual stay can be arranged.
- Each stay will progress at the young person's own pace.
- The needs of each young person and the likely effects of their admission upon existing residents will be taken into consideration and recorded in decisions on admission to the care home.

Support to Individual Young People

All young people at 'The Beach Hut' will be given individualised treatment and support in line with their needs and wishes, as assessed in their careplan with special help guidance or support being provided as required. Each young person will be allocated a key worker for continuity of care.

Young people are encouraged to bring favourite and cherished possessions when they come to stay at 'The Beach Hut' to make their rooms more personalised.

Young people who require long-term residential care will be able to personalise their rooms in a way that suits them, encouraging a sense of security and belonging.

The daily life of the 'home' will provide opportunities/ activities for all the young people appropriate to their age and needs.

Young people whose placement plan requires specialist external services will be able to receive those services wherever practicable during their stay at 'The Beach Hut'.

Consultation

At 'The Beach Hut' all young people are encouraged and supported to make decisions and influence the way the home is run. No young person will be assumed to be unable to communicate their views.

The opinions of young people and their families/carers are actively sought over key decisions in the running of 'The Beach Hut'. This will be undertaken on a formal basis such as satisfaction audit and informal such as discussions or informal meetings contact, all suggestions will be noted / recorded and discussed at staff meetings for improving care and service delivery.

The opinions and views will be ascertained on a frequent and regular basis including views on the following:

- young people's care at 'The Beach Hut' and its operation.
- The adequacy of staff looking after the young people at any given time.
- The adequacy of space and furnishings in the bedrooms.
- The privacy of washing facilities, facilities for contacting significant people in the young person's lives and sense of personal space.
- Suitable means are provided for any child with communication or learning difficulties to make their wishes and feelings known regarding their care and treatment in the home.
- The way the home functions enhances every young person's independence and opportunity to make everyday choices.
- The views of young people, parents and placing authorities are taken into account in the development of and any necessary change to the operation of the home.
- Whether activities are enjoyable and appropriate
- Whether they are satisfied with the food and menu on offer

Confidentiality and Privacy

All staff at 'The Beach Hut' will respect young people's privacy and confidentiality consistent with good parenting and in line with the Data Protection Act (1998) and the NHS Code of Practice -Confidentiality (2003), adhering to 'The Caldicott Principles'.

All staff will have training during induction on confidentiality and privacy, which will include:

- Procedural guidelines on access to case records by staff and others.

- Practical details on how young people's rooms are entered and showering bathing arrangements and toileting/changing.
- Passing on of information with safeguarding implications.
- Intimate care for young people including administering medication and invasive procedures where applicable, which will be in conjunction with our privacy and dignity policy.

'The Beach Hut' will accommodate young people who may require help with intimate care or bodily functions or with lifting and handling, all of our staff involved with care provision will receive appropriate training and be provided with clear and appropriate written guidelines on provision of such assistance, which will be followed in practice and all staff will receive supervision in this matter.

'The Beach Hut' complies with the Data Protection Act and is listed on the Information Commissioner's Data Protection Register.

Any Service User Information is only used for the purpose of service delivery.

Staffing Arrangements

'The Beach Hut' is owned by Sarah Crow and Amanda Owen, both of whom are experienced sick children's nurses with a combined total of over 50 years nursing children and young adults, in both hospital and community settings, both have completed the Institute of Leadership and Management's level 5 Leadership and Management Award. The Registered Manager, Carole Nevard is also a Senior Registered Nurse who manages the service with the support of our other Registered Nurses. All of our staff will have an enhanced Disclosure and Barring (DBS) check, prior to commencing appointment and will have 2 valid references, proof of ID will be obtained in line with our recruitment policy. Evidence of all qualifications relevant to the post will also be required. Our team of staff is comprised of qualified nurses and support workers.

'The Beach Hut' has a strong commitment to Training and Development, all our care staff will be appropriately trained, experienced and formally assessed as competent to care for each young person, and as such our team can respond promptly and effectively in provision of packages of care and support to meet the young person and their families' needs and requirements. Each member of the team will have a competency folder maintained and updated kept on the premises. All our staff will have a training plan and be encouraged to undertake professional development and will have opportunities for learning new skills appropriate to the needs of the service working towards a minimum of NVQ level 3 in Caring

For Children and Young People or Level 3 in Health and Social Care and will embark upon level 3 Diploma within 6 months of starting their employment with us . Each member of staff will undertake First Aid Training, and be trained in Basic Life Support.

Our staff will receive one to one supervision regularly, new staff will receive supervision twice a month during their probation period. Records are kept of all supervision and will be available for The CQC Inspections. The registered nurses also have in place professional supervision. All staff will receive Performance Appraisals annually with targets set for the following year, with training needs identified and agreed and a record kept in their file.

There will be monthly team meetings which have an agenda and are minuted; these will include discussion of both 'The Beach Hut's' work in caring for individual children and the management of the current young people together with review of practice.

The number of staff on duty will depend on the risk assessments of each young person and will change accordingly.

- Additional staff will be present for activities that require it
- There will be a minimum of 2 members of staff on duty or on-call if the young people are at school or college.
- There will be a minimum of 2 members of the team on waking duty for night shifts the residents will be monitored and checked a minimum of hourly during the night.
- When an increased level of care and supervision is identified this will be noted in the careplan and staffing increased accordingly.
- Each young person will have a key worker.
- Each shift will have a 'Shift Leader'
- There will be designated time for handover and completion of case records.
- One of the registered managers will be on call at all times.

Induction will include The Care Certificate Standards and will be completed within the first 12 weeks of employment.

1. Understand your role
2. Your personal development
3. Duty of care
4. Equality and diversity
5. Work in a person centred way
6. Communication
7. Privacy and dignity

8. Fluids and nutrition
9. Awareness of mental health, dementia and learning disability
10. Safeguarding adults
11. Safeguarding Children
12. Basic Life Support
13. Health and Safety
14. Handling information
15. Infection prevention and control

All staff members will complete mandatory training and updates in the following:

- First Aid and Basic Paediatric and adult Life Support
- Food Hygiene
- Manual Handling
- Fire Safety
- Data Protection
- Infection Control
- COSHH training
- Record Keeping
- Risk Assessment
- Safeguarding Vulnerable Adults
- Safeguarding Children with Disabilities
- Complaints procedure
- Medication administration
- Equality and Diversity
- Disability Discrimination training

'The Beach Hut' has a 'no smoking' and a 'no alcohol' policy and failure to comply with this will be a disciplinary offence with zero tolerance.

Accommodation and Facilities

'The Beach Hut' has 3 bedrooms with profiling beds which are suitable for young people with complex care needs up to the age of 25 . The home provides single occupancy rooms allowing for mixed gender and ages giving a family feel to the home. The home is maintained to a high standard and is bright and cheery. There is also a large, secluded pleasant garden with equipment and activities where the young people can enjoy their leisure time safely.

We have a sensory room in our nearby premises for the sole use of children and young people using the service which aids both relaxation and

calm as well as the alternative of a stimulating environment which the children seem to enjoy equally, it is fully accessible to ambulant or non-ambulant young people.

The kitchen is able to provide a balanced menu including vegetarian option, with any special dietary requirements being accommodated on request. As far as possible food will be freshly cooked and sourced from local suppliers. Staff preparing food will be appropriately trained to The Royal Institute of Public Health Level 2 requirement for food handling and hygiene.

There is a bath room with specialist bath facilities and the home has two toilets so that hygiene requirements can be met in a safe, private and dignified manner. Handling and equipment advice has been sought from an Occupational Therapist, all the bedrooms have overhead tracking with hoists.

We have Health and Safety and 'in house' Fire Safety Policies in place and our staff will receive training in these issues. The premises have been refurbished and Fire Prevention/Safety advice sought from the Local Fire Authority and acted upon to ensure the safety of young people and staff. There will be monthly fire drills which will include evacuation of the premises and at least 2 of these being night time drills with subsequent audit to analyse effectiveness of procedures.

The home is in easy reach of several New Model Special Schools and their FE colleges and has good links with the 2 that are closest in proximity.

We have a wheelchair accessible minibus with a tail lift to facilitate access to the community.

Safeguarding

The safety and wellbeing of children and young people within our care will always be our prime concern. At 'The Beach Hut' we have a duty to protect children and young people who might be at risk of harm, and we will investigate any concerns, allegation or suspicion of abuse in accordance with Essex Safeguarding Children and Essex Safeguarding 'SET Procedures', a copy of this document will be in the home for reference, the registered owners are trained and updated to level 3 in Safeguarding, all our staff will be aware of their responsibilities and will have an awareness of these local policies and procedures; this will be included in their induction package. The 'SET Procedures' will be followed for any allegation or suspicion of abuse by staff or by other young people in the home or others.

Our staff are trained appropriately in self-care practice with training specifically on issues affecting disabled young people.

All persons with access to the home will have an enhanced Disclosure and Barring Service (DBS) check. All visitors will be required to provide evidence of identity and a record will be maintained of visitors' names, reason for visit, dates and times. Visitors other than family members will not be left unsupervised with young people. There will be no corporal punishment to any young person whilst in our care.

Behaviour Management, Discipline and Restraint/Control

We aim to encourage young people using our service to behave in socially acceptable ways and to understand the needs and rights of others. We require all staff to use positive strategies for handling any inconsiderate behaviour by helping the young person to find solutions and ways which are appropriate to their level of development. Any strategies for a specific young person will be noted in their careplan and agreed prior to admission.

We have a no-restraint policy as restraint is not appropriate for the young people who use our service. A log will be made of any sanctions used and these will be stored on the young person's records and in the log book for CQC Inspection, in conjunction with our behaviour management policy.

Countering Bullying

Young people at 'The Beach Hut' will be protected from bullying, with the ethos of care being one where bullying of any kind is unacceptable. There is a policy on countering bullying which all staff will be made aware of at induction.

Absence of a Young Person Without Authority

If any young person is missing from our care they will be considered to be in danger and potentially at risk of significant harm. We have a policy for staff to follow that will be covered on induction. The security of 'The Beach Hut' is of paramount importance to ensure the safety of young people within our care. Doors and gates will be kept secure so that no young person can leave the premises either unaccompanied or with an unauthorised person, unless this has been risk assessed as appropriate for that young person's mental capacity.

Medicines and Health

Each young person will have a full assessment of their treatment and healthcare needs prior to their stay. We have a medicines policy that is

compliant with the NICE Guidance on Medication Administration in Care Homes 2014). All prescriptions will be transcribed by a trained senior nurse, to allow for safe administration and documentation. All medications must be labelled at the dispensary for the individual young person and will be stored safely. All our staff will be assessed as competent to administer medication in line with our policy before they are given that role. A written record will be kept of all medications brought into The Beach Hut and the amounts/quantities, and of all medication administered and returned when the young person leaves our care. Prescribed medicines will only be given to the young person for whom it was prescribed in accordance with the prescription or instructions from the pharmacy, and is not kept for use by other people (staff or young people) or added to stock for such use.

We have a comprehensive specialist care task training procedure and recording policy and each member of staff will receive training from our registered nurses or training from external providers as appropriate and this will be recorded in their files prior to carrying out any such care tasks. There is a specialist medical equipment competency package for all members of staff to undertake, outside agencies will be sourced to provide training for equipment/procedures whenever necessary.

All staff are trained and have a recognised certificate in Paediatric First Aid and Paediatric and Basic Life Support. Permission for the administration of first aid will be obtained and a written copy kept in the young person's records.

All nurses employed to work at The Beach Hut will hold current registration and this will be confirmed with the NMC and updated on an annual basis by the registered managers.

When staff at 'The Beach Hut' carry out skilled specialist care tasks for young people, these are only carried out on the written authorisation of the prescribing doctor or responsible nurse, records are kept in the child/young person's notes of all such tasks carried out.

Arrangements to Protect and Promote the Health of Young People

At 'The Beach Hut' we aim to work in partnership with the young person's parents /carers, health care professionals from tertiary, secondary and primary health care providers, social workers, teachers and any other agencies else involved with their health and welfare. If the young person requires intimate care procedures this will be documented incorporated into the individual careplan and staff will have the appropriate training to ensure safety, privacy and dignity are maintained at all times. The home

will respect the young person's wish for privacy and confidentiality and has procedural guidelines accordingly.

All our staff will abide by the 'infection control' policy for 'The Beach Hut' and trained in all aspects to protect the health of young people in our care and prevent the risk of any cross infection occurring.

Education

The education of young people staying at 'The Beach Hut' is actively promoted as valuable, we will intend to promote and support the continued educational attainment of young people in our care whenever possible. We will encourage young people to attend college ensuring that they are ready and equipped when transport arrives to collect them. There will be a member of staff in the home or on call in case the young person needs to come home early for any reason. We will facilitate the young person to do their homework and any reading or activity required in their education plan as appropriate and a representative will attend any meetings or reviews that arise.

Leisure and Activities

There will be ample opportunities for young people staying at 'The Beach Hut' to pursue their particular interests and be supported and encouraged to engage in leisure activities. These activities will take into account their likes, preferences, abilities and disabilities. Birthdays, cultural and religious festivals will be celebrated where appropriate and young people will be involved in planning these events together with staff whenever possible. Support will be given to enable all young people staying with us to enjoy a range of activities within and outside of the home.

Supervised activities will take into account the safety of young people at all times and, where hazards may be involved, a full risk assessment will be recorded and permission sought from the person with parental responsibility or guardianship.

Ethnicity, Culture, Religion and Disability

'The Beach Hut' will offer placements to young people whose care needs can be met by our service regardless of their race, culture, religion or disability. Our philosophy will ensure services are free from discrimination and designed to meet the needs of the young person irrespective of their gender, culture, race, sexuality or disability.

Complaints

Our complaints policy is designed to ensure that issues that might give rise to complaints are dealt with as soon as possible. We aim to provide consistently high quality care but recognise that occasionally children/young people and their families may be unhappy with the care /service provided. We continually strive to improve our service and thus any suggestions or complaints will be taken seriously, dealt with sympathetically and in a timely manner. It is our view that suggestions and complaints provide a positive chance to review and change practice for the better so that we can improve our service accordingly. All complaints will be directed to our registered owners who will investigate in a manner that is supportive to those involved in a blame free atmosphere. Any complaint will be fully responded to within 28 days. Should the complainant be unhappy with the outcome or service provided or do not wish to discuss the matter with our service they can complain directly to:

CQC

03000 616161

or

The Local Government Ombudsmen

0300 0610614

Insurance

We have comprehensive insurance, including:

Public Liability £5,000,000

Malpractice £5,000,000

Employers Liability £10,000,000

Professional Indemnity Insurance £5,000,000

through Markel (UK) Ltd. Insurance.

Policy number SC21F090YR/155

The Staff at 'The Beach Hut'

The staff team at 'The Beach Hut' have a wide range of experience and qualifications and will make a positive effort to learn from each other. Our current team consists of:

Sarah Crow: Director

for further information see page 5

Amanda Owen: Director

for further information see page 5

Carole Nevard: Registered Manager

For further information see page 6

Sarah Larkin: Registered Nurse a Senior Registered Nurse (Child) working towards a level 5 management Qualification

Teresa Anthony: Clinical Nurse Coordinator an experienced senior qualified children's nurse

Sally Roberts: EN/RSCN BSC (hons) Community Specialist practice Clinical Coordinator an experienced nurse with experience in caring for children and young adults with complex health care needs in the community.

And a team of Senior Young Person Support Workers and Young Person Support Workers all of whom will have achieved The Level 3 Diploma in Health and Social Care for Children and Young People or be working towards this or equivalent qualification.