



**St Helena
Government**



St Helena Children's Residential Home Policies & Procedures

Operational policies underpinned by the Welfare of Children (Children's Residential Home) Regulations 2017 and the Statement of Purpose (2017)

Approved by: 

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Introduction:

Children and young people will only be placed in the Children's Residential Home as a last resort, when no suitable family member is available to provide safe care.

All arrangements must be agreed by the supervisor of the home and the manager of Children's Service's Team.

The policies and procedures demonstrate a move towards a more standardised practice in an ever evolving directorate that continues to adapt to the needs of the children and families on Island.

The underpinning frameworks supporting the implementation of the policies and procedures is based on;

- Welfare of Children Ordinance (2008)
- Welfare of Children (Children's Home Regulations) 2017
- Statement of Purpose, Children's Residential Home 2017.
- Welfare of Children (Official Foster Care) Regulations, 2017
- St Helena Safeguarding Children, Child Protection Policy and Procedure (2016)

Purpose of residential care on Island

St Helena children's residential home provides a safe nurturing environment for children and young people who are unable to live at home with their families.

The aim of the policies and procedures are to offer a framework of support to children and families in a planned way.

Children and families will have their needs met by a team of professionals working together.

Priority will be given to reuniting a child back with the family, unless it can be demonstrated that this would not be in the child's best interests.

The Statement of Purpose document is recorded as a separate document placed on file within the Children's Residential Home.

Section 1

1.1-Staff Code of Practice

- Not to engage in volatile language including racism, and or any other inappropriate language
- Not to engage in any form of bullying or intimidation with young people families and or colleagues.
- To report on duty in good time for handover and notify management in good time to allow for cover for that shift when not available for shift.
- Not to come on duty having consumed alcohol and or any other illegal substance.
- To work as directed across the service working with children and families and professionals.
- To undertake training to improve knowledge and skills on child development and their own development.
- To attend staff meetings, unless on 'waking night shift and or the rota has not accommodated them.
- No smoking on the premises.
- Do not take photos of the young people unless organised and arranged and with prior knowledge of child and/ or social worker agreement.
- To present as positive role models to children and families.
- All to communicate in an age appropriate manner, respecting diversity, culture, gender and sexual orientation.
- No staff member should take a child to their home.

1. Admissions

Planned admission into the Children's Residential Home on St Helena;

Details of all children and young people who come into care should be recorded. Name, age, date of birth, legal status, religion, culture needs, dietary, health, additional needs and routines. Any outstanding appointments, contact details, school details and the name of the designated teacher. Family names, contact details and any other information relevant at the time of admission.

Essential information to include the placement plan, a statutory care plan (if appropriate) health information, an educational statement or a report of the child's current academic abilities.

Any identified risks the child or young person or family members may pose will be shared with the supervisor by the social worker.

Unplanned (emergency) admissions into the Children's Residential Home;

A crisis situation may occur when a place of safety for a child and or young person is required when no alternative care can be found.

The children's residential home will offer support and provide a home for all children placed in an emergency.

The children's residential home will endeavour to manage risks identified.

Procedures

- The communication book is to be used to record significant events on admission. No confidential information is to be recorded in the communication book.
- Staff to set up a file
- Staff to share the welcome book and complaints procedures
- Staff to explain routines, individual rights and responsibilities of the home.
- All children are to have their own rooms. There may be occasions where it is assessed safe that sibling groups will share. This decision is the remit of the allocated social worker and not the staff.

2. Placement Planning

Policy:

Staff to understand the placement planning procedures for children and young people entering the care system on St Helena. The policy will support staff to understand the aims and objectives of the placement;

Purpose:

The Children's Residential Home on St Helena supports, understands and adheres to plans developed by social workers and social care officers in the Children's Team.

The child's care plan will underpin the residential placement plan.

The placement / care plan will outline the day to day care for young people.

The placement / care plan will outline arrangements for contact for children with their families and or significant others.

The placement / care plan aims to support the individual needs of the young people, including education, health and social emotional wellbeing.

Procedures:

- Young people on Island will have an allocated social worker or social care officer prior to their admission into care, should the admission be an emergency placement the social worker or social care officer may be different than at the time of placement.
- Children and young people must have a placement plan in place on admission or within seven working days of an emergency or unplanned admission.
- A placement / care plan will be shared with staff by the supervisor.
- The care plan to be reviewed and monitored within 3 months of admission in the children's residential home. The supervisor will review and monitor the care plan in conjunction with the allocated social worker.
- The 'Review Consultation Booklet' to be completed jointly by the supervisor, allocated social worker and the child/ young person prior to the review taking place.
- Children's and young people's education should not be disrupted and where possible, reviews to be held after school hours where appropriate.
- All young people's records should be stored securely where they can only be accessed by approved persons.

3. Children and Young People's Rights

Policy

That children and young people have a voice in their own lives is paramount. Vulnerable young people must be kept safe and have their voices heard, to be listened to and be made aware of their rights under the UN Convention of the Rights of the Child.

Purpose

The purpose of the policy is to ensure the welfare of the child

Staff to maintain professional accountability when communicating on behalf of young people and families, remembering to include parents fully in any communications.

Procedures

- The children's residential home will ensure all young people receive information about the home, the staff, the routines and boundaries.
- Children and young people will be given a Children's guide informing them of their rights and responsibilities.
- Children and young people will be informed about their right to be protected and able to speak out without fear
- Children and young people will be made aware staff will respect them as they will be expected to respect staff.
- Children and young people to be made aware of the range of services available for example; Health, CAMHS and Education.

4. Communicating with Children and Young People

Policy

To raise awareness with children and young people of their rights.

To consult with children and young people to gain their views.

To ensure young people have the time and space to share any worries or concerns.

Purpose

To ensure the care provided to children and young people is fully informed by their identified wishes and feelings as far as is possible.

Procedures

- Staff will seek the views and opinions of young people
- Staff will promote a children's meeting on a monthly basis.
- Staff will encourage all children to chair meetings.
- The young people's meetings not to be postponed as a sanction or cancelled because of staff issues.
- Children and young people to be involved in menu planning
- Staff will ensure that children and young people to have a voice and share their opinions.
- Children and young people's wishes and feelings to be central to future plans.

5. Access to Information

Policy:

Children and young people may wish to view information written about them by professionals at points during their time in the home. This policy is to advise and inform staff of the procedures underpinning these requests.

Purpose:

To guide and support young people to access information.

Young people will be supported to make decisions that affect their lives.

To secure information at all times and be bound by confidentiality.

Procedures:

- Staff will seek advice and support from the allocated social worker should a child or young person wish to view their file.
- In a time of crisis may not be in their best time to support young people access information on files.

6. Contact

Policy:

To support and encourage children and young people and families to maintain safe contact with family and friends whilst resident in the home. This contact may be face to face, letters, phone calls, school, activities, and family celebrations.

Purpose

To recognise the right of young people to participate in family life.

Children and young people at risk will be protected from family who present a risk to the child

To ensure that children and young people's contact arrangements are supported by staff in the home.

Procedures

- Staff to encourage existing contact arrangements between children, young people and their friends and families.
- Any contact arranged must be in-line with the young person's care plan and the allocated social worker.
- Children and young people who cannot have contact with family may need help and support in understanding reasons for this.
- Procedures to be in place to record all visitors at the children's residential home.
- Staff will monitor patterns of behaviour prior to contact and following contact, should negative patterns of behaviour follow contact, the allocated social worker will be updated.
- A risk assessment to be recorded by the social worker and shared with staff where the contact may present as a risk

7. Electronic communication

Policy:

To ensure appropriate use of communication systems including social media for looked after children and young people.

Purpose:

To ensure that children and young people are the focus of child protection and safe care practices within the home.

The policy ensures young people are afforded the same opportunities to access information as their peers.

The policy will endeavour to keep young people safe using the internet.

Procedures

- Parental control software to be used to filter any offensive material, websites and emails.
- The internet is a tool in support of homework. However, history to be checked to ensure the safety of the young people.
- Young people to have an opportunity to maintain contact with friends and family via emails and social networking and websites
- Timeslots will be built into the weekly planner for young people's usage.
- The children's residential home will adhere to the use of age appropriate DVD's and or CD's any inappropriate use of language or inappropriate DVD content will be removed.
- Ownership of a mobile phone will be in accordance with age and understanding.
- Children and young people may use their mobile phone for playing games on, this is acceptable, and again there will be restrictions age appropriate games.
- The children and young people's meeting will be the place to address any problematic use of mobile phones.
- Staff to update the allocated social worker of any issues relating to mobile phone or internet use.

8. Education.

Policy:

To ensure that children and young people are afforded the same education as their peers and that this is prioritised and encouraged by staff.

Purpose

This aims to support a child's or young person's continued education.

Procedures

- The staff at the children's residential home will encourage and support children and young peoples' education plan.
- Young people will be given every opportunity to attend school and complete homework.
- The correct school wear will be provided in-line with a child of the same age in the community, vulnerable children shall not be stigmatised by wearing unfit clothing.
- Transportation will continue to be organised and in place to support travelling to and from school. The bus timetable will be provided to ensure young people know where they need to be and at what time.
- Alarm clocks and or radio and or a knock on the door in good time will be part of a young person's routine.
- Staff to support any education meetings necessary
- Staff will share information with parents on the young person's educational development.
- Certificates, awards and celebration of achievements to be recognised and included in any memory box.
- If a parent cannot, for any reason, attend, the supervisor will attend parent's evenings, sports days, and celebration events, speak to teachers, and clarify the aims and objectives and future academic goals.
- Children and young people will be encouraged to form trusting relationships to share any worries and or concerns around education.
- Information to be exchanged with social worker and teachers should a young person have difficulties in attending school.
- Staff will support any alternative provisions with the aim of supporting the young person back into mainstream education.
- Future goals and outcomes to be recorded and placed on file.
- Meetings to be arranged outside of school hours where possible.

9. Diversity

Policy

Information to be provided to young people on the range of services available on Island who offer support to children and families. To ensure that children and young people receive assistance in understanding other cultures, ethnicities, religions, disabilities, sexuality and expression of self.

Procedures

- Staff to ensure young people do not feel different from their peers.
- Life-story work to be supported.
- Religious and cultural observations to be accepted and respected.
- Young people to be encouraged to be open and accept difference.
- Menus will be built around a variety of different foods.
- Religion, culture, sexuality and values will not be discriminated against.
- The children's residential home will challenge oppression and not accept judgemental attitudes.

10. Managing Behaviour

Policy

The Children's Residential Home will manage negative behaviours with a positive attitude and support children and young people helping them feel safe and secure. To promote a culture of supporting positive intervention that all staff understand and implement.

Should any child or young person go missing from the home then staff are to immediately contact the police. The manager of Children's Services will also need to be informed.

Procedures

- Staff to support social work led risk assessments which may be implemented.
- Staff will use the communication book to log sanctions and recognise positive changes.
- Age appropriate sanctions to be in place.
- Staff will manage challenging behaviour in a calm manner using low tones and a quiet voice to help reduce anxiety.
- Staff to involve children and young people on how to manage their behaviour.
- To provide clarity of sanction endorsed.
- No inappropriate corrective methods such as physical chastisement, swearing or shouting
- Sanctions will be realistic and achievable
- All sanctions to be recorded signed and dated by staff.
- Children's views and apologies to be understood and accepted.
- Sanctions and rewards for behaviour to be clear, reasonable and fair and understood by children and staff.
- Staff to understand and manage their own feelings and responses to emotions and behaviours presented by children.
- Children's liberty not to be restricted, no secure restrictions to be applied within the home.
- Searches of a child's room to be carried out if illegal substances and or alcohol found within the building.
- Training to be provided if available for all staff on managing behaviours.
- Complaints and compliments procedures to be made available.
- The Children's Residential Home aims to minimise the need for police involvement to deal with challenging behaviour and avoids criminalising children unnecessarily.

Sanctions which cannot be applied.

- No physical punishment
- No physical restraint
- No withholding of food as a sanction.
- No young person to be isolated from their peer group within the home

11. Child Protection Procedures

Policy

All staff to understand what they must do if they receive an allegation or suspicion of abuse.

Purpose

The systems in place must promote the safety and welfare of children and ensure children are protected from abuse.

Clear procedures which are known, understood and followed by staff.

Policies will help to minimise any risk from abuse.

Procedures

To understand what to do when a disclosure is made by a young person:

- Police to be contacted immediately if the young person is in danger or suspected danger.
- Supervisor to be informed as soon as possible
- Supervisor will discuss with the allocated social worker as soon as possible
- Incident report to be completed.
- Supervisor to make a formal written referral to Children's Services within 24 hours of the disclosure being made.
- Supervisor to take immediate steps to minimise harm in line with social work advice.
- Supervisor to provide an explanation to the young person about the processes.

Allegation against a Professional;

- All allegations to be taken seriously
- Discussions to take place in the first instance with the supervisor/social worker and Children's Services Team Manager.
- Evidence in writing on an incident report of all allegations made, no matter how small.

12. Safer Working Practice

Policy

To ensure staff are competent and able to fulfil the requirements of the homes statement of purpose.

Purpose

Staffing within the home will be safe and adequate to the meet the needs of homes' statement of purpose.

Procedures

- The purpose of a lone working policy is to ensure safety and risks are minimised.
- The supervisor to ensure the induction procedure covers working alone and safer practice guidance.
- For staff to have experience of working alone within the home.
- Staff to attend First Aid training if this is available.
- First Aid kit to be accessible.
- Supervisor to ensure that staff have awareness of the children's and young people's risk assessments.
- Staff to have access to emergency phone contacts, ie; Police, Hospital and Supervisor.
- Supervisor and staff to access appropriate training, to be agreed via the supervision process.
- Staff rota to ensure staff have sufficient time to complete records and share information.
- Any concerns including accidents and near misses to be reported to the supervisor and recorded in the accident book.

13. Complaints

Policy

The complaints procedure will allow for an opportunity for informal resolution of the complaint at an early stage. Children and young people will know how to and feel able to complain if they are unhappy with any aspect of their care whilst living in the children's home.

Purpose

For children and young people to feel listened to and raise concerns when necessary process.

For individuals to feel valued and acknowledged.

Timescales and resolutions to be implemented to avoid causing unnecessary distress.

Procedures

- Supervisor and staff to make children, young people, their guardians and/or parents aware of the complaints procedure.
- Supervisor to seek to resolve all matters informally if appropriate
- Children, young people and their carers to be informed of the progress of the complaint
- Children, young people and their carers to be informed of their right to appeal
- The supervisor to ensure clear written records are collated.
- Staff to ensure no child or young person is subject to any reprisals as a result of making a complaint.

14. Bullying

Policy

The Children's Residential Home will not tolerate incidences of bullying and will challenge and protect the victim.

Purpose

To support staff to recognise signs and symptoms of bullying

Procedures to help minimise risks of bullying

For staff to treat all involved with dignity and respect.

To raise awareness of any form of bullying

To inform of procedures, recording, storing of records and sharing information on incidents of bullying

Procedures

- Risk assessments undertaken by the supervisor will be regularly reviewed, monitored and changed.
- The supervisor will share the information with the allocated social worker.
- Staff will attempt to create a safe secure place where children feel safe to share opinions.
- Staff, children and families will be made aware of the complaints procedures in place.
- Dates, details, witness, triggers and outcomes will be recorded.
- The victim will be made aware they are able to follow the complaints procedure.
- Ongoing training will be provided to the staff team on how to deal with incidents of bullying.

15. Emotional Wellbeing

Policy

The Children's Residential Home will promote and provide emotional support and facilitate and respond to young people's needs.

The children's wishes and feelings will be acted upon where it is safe to do so.

Children to receive support to communicate their views

The environment within the home will be warm and welcoming thus enabling children to feel safe and secure.

Any concerns raised in connection with emotional welfare and self-harm will be reported to the supervisor and the allocated social worker.

Purpose

For children to seek support without fear

To provide prompt feedback

For staff to be supported to understand emotional needs of young people.

To meet the emotional needs of young people.

Procedures

- Staff to take time to listen and record children's and young peoples' views
- Staff to be able, with training to be alert and recognise potential emotional difficulties in children and young people in the home.
- Staff to report any changes in behaviour to the Supervisor.

16. Physical Health

Policy

For the physical, emotional and health needs of all children to be identified and appropriate action to be taken to secure medical, dental and other health service input.

Purpose

For each child to have their health needs identified, within their care plan covering any specific medical or health intervention required.

For staff to be aware of necessary preventive measures re; allergies and or reactions to medication.

To provide young people with choices and activities that promote a healthy lifestyle.

To promote a healthy smoke free environment.

Procedures

- Staff are not to smoke in the building or directly outside near doors and windows.
- Staff will not purchase and or supply any tobacco/alcohol to young people.
- Staff will support young people to be responsible for their own medication when appropriate.
- Staff to support young people to engage in physical activity.
- Staff to encourage young people to have input with the menus and choice of food purchased.
- Staff to promote a range of activities for young people in the community.
- LAC medicals to be kept on file at the Children's Residential Home.
- Staff to receive training on health and hygiene issues, when available. First aid is a core element of health training for all staff.
- Staff to consider children's wishes and feelings to be taken in to account in their health care.
- Staff to recognise and/or seek advice when children may need a prompt medical appointment.

Administration of medication

- Staff to document on individual files all medicine prescribed to children.
- For medical records to contain the correct dose, time given, amount and by whom.

- Medication will be stored in the correct place, medicines requiring refrigeration will be placed in a secure container.
- All medication will be stored in lockable cabinet.
- All medication out of date will be returned to the pharmacy.

17. Sexual Health

Policy

Sexual health will not be considered in isolation. A holistic approach will be adapted within the home helping staff to recognise and support, healthy relationships, growth and development.

Purpose

To support young people to feel able to discuss all areas of their health needs.

To raise awareness with staff on availability of support, advice and services for young people.

For age appropriate relationships to be encouraged as part of normal development.

Procedures

- All medication to be stored in a safe manner and signed out by staff.
- Staff to record and hold details of any prescribed contraception and or medication for looked after young people.
- Staff to receive training on sexual health matters, when available, that raises an awareness of how to support young people and direct them to the correct service.
- Staff will support young people to grow and develop healthy and age appropriate relationships.
- For staff to offer support to a young person who may present as anxious and or concerned they may be pregnant.
- For staff to provide information to the young person, to help them make choices and not feel isolated.
- Staff to ensure any suspected pregnancy is reported to the allocated social worker
- Staff to work with the young person that encompasses all future goals and not to make the pregnancy the sole concern in the young person's life.
- Staff to offer support and guidance in-line with the social worker and health practitioners care plan.
- For staff to support plans in place for young people moving on to adult services to aid a smooth transition.
- Staff to consider the welfare of the expectant mother and the wellbeing of the unborn baby.

18. Drugs and Alcohol

Policy

For staff to promote healthy lifestyle choices to the children and young people in their care and to enable young people to make sensible and informed choices.

Purpose

To minimise harm for young people.

To raise awareness of staff and young people on the harm and effects of substance misuse.

To enable staff to respond and act appropriately when young people are affected by illegal substances.

For staff to know where to direct young people for a specialist service available on Island.

Procedures

- Any young person suspected of having taken drugs and or alcohol will be supported to seek medical advice
- In emergency situations staff will seek emergency medical support.
- A room search will need to be conducted should drugs and or alcohol be suspected to be on the premises.
- Any visitors under the influence of drugs and or alcohol will not be permitted to enter the home.
- No staff to provide or condone the use of drugs and or alcohol.

19. Significant Events

Significant events are a move away from something that is not the 'norm' day-to-day, behaviour.

Some examples of significant events; self-harm, challenging behaviours, illegal substances, criminal damage, sexual activity, sexual exploitation, bullying, induced illness and death

- **The Children's Residential Home will in the event of a young person's death inform the Team Manager of Children's Services and the Police.**

Policy

To record and respond appropriately and share information with the social worker and monitor and review behaviours.

Purpose

To ensure young people receive immediate support and to provide a clear transparent record of events.

Procedures

- For risk assessments to be implemented, monitored and reviewed by the supervisor.
- Staff to complete an incident report.
- Staff to raise concerns as soon as possible with the supervisor who must then inform the allocated social worker and the team manager.

20. Leaving Care

Policy

To support a smooth transition by assisting young people to develop practical skills, including shopping, buying, cooking and washing clothes and personal self-care as per the pathway planning process.

The supervisor to liaise with the social worker to be made to transfer documents in a safe secure manner to Adult Services.

Purpose

To contribute to young people's pathway plan.

To support a smooth transition between services

To support should young people to have alternative living accommodation.

Procedures

- The supervisor to support staff to take an active role in helping prepare young people for moving on.
- For staff to offer assistance to young people in completing documentation for moving on.
- The supervisor to liaise with the social worker to ensure the transfer of documents in a safe secure manner to Adult Services.

21. Staffing

Policy

To ensure the overall competencies of staff meet the requirements of the job.

For clear policies and procedures to be in place to support staffing within the home.

For the supervisor to undertake a written job description in consultation the HR department.

Purpose

To minimise risk to employees and young people.

For a policy to ensure the recruitment process is non-discriminatory and open to all suitable applicants.

To ensure the home is suitably staffed with experienced staff on rota.

Procedures

New employees will be introduced to a range of services; including site visits, and team meetings. The SHG Code of Management will be supplied. An introduction on timeframes and timescales, team meetings, young people's meetings, and day to day practice within the home. The induction process will include information sharing on the wider corporate policies and procedures HR departments.

- For a written job description to be available
- All staff to sign a statement of confidentiality.
- Staff to support rotas and ensure no new employee to be placed on shift on their own within the first month.
- For staff rota's to have time scheduled to ensure handovers are held and time allowed for children's meetings to be included with sufficient staff around.
- To ensure the age of staff recruited to be no younger than 18 years of age.
- For all police checks to carried out prior to employment commencing.
- For staff to undertake training on first aid, fire precautions.
- The supervisor will support staff via the supervision process and further training will be identified as appropriate.
- Staff to have access to formal and informal support on a regular basis from the Supervisor

22. Report Writing and Record Keeping

Policy

To ensure that all children and young people's information is recorded accurately and kept confidentially, securely and shared safely.

Purpose

For information to be accurately recorded, managed appropriately and safely.

Procedures

- To ensure all records are factual, legible, concise, accurate and objective
- For staff to keep records secure in a locked cabinet.
- For staff to read, sign and date all documents.
- For staff to use appropriate language.
- For staff to know the policy on confidentiality when sharing information.
- To ensure the child's wishes and feelings have been heard.

23. Shift Handovers

Policy

To ensure shift handovers between staff are managed safely and that important information is shared.

Purpose

The handover is to support the workforce and help develop consistency of practice and information sharing to protect both staff and the children.

Procedures

- Staff to ensure petty cash is balanced checked and agreed.
- To include sufficient time for staff to handover at the end of one to shift to another.
- For staff to be able to share information relevant to the future shift.
- To allow time for a discussion on sanctions that may be in place.
- For staff to ensure communication book, and any other relevant information is taken into handover.
- For staff to inform of any meetings, visitors, and or significant events.
- To exchange information re; future appointments, contact arrangements, visitors attending the home, any risks connected to a young person, this list is not exhaustive

24. Confidentiality

Policy

To share information whilst protecting the privacy of young people and families

For information to only be shared on a need to know basis.

For files to be stored securely.

Birth certificates to be held securely.

For staff to seek permission from the supervisor and confirm why and who they are sharing information with. Requests from other agencies must be directed to Children's Services team.

The children's home will not share confidential information without consent.

No photographs of young people to be held on file without consent.

All staff working in the children's residential home to understand child protection procedures and the need for confidentiality.

Purpose

To respect and safeguard the rights of the children and young people in the Children's Residential home

Procedures

- For files to be stored securely.
- No information about the children and young people is to be shared with family or friends.
- For staff to seek permission from the supervisor and confirm why and who they are sharing information with. Requests from other agencies must be directed to Children's Services team.
- Do not share any information without express permission from the Supervisor, allocated Social Worker or Team Manager.
- No photographs of young people to be held without consent.
- All staff working in the children's residential home to receive training to understand child protection procedures and the need for confidentiality

Any breach of confidentiality could result in disciplinary procedures being instigated

25. Health and Safety in the Home

Policy

To provide a safe environment for looked after children and staff.

Purpose

To promote a warm safe secure environment for young people.

For the Children's Residential Home not to stand out from the surrounding properties.

For staff and children to feel comfortable inside and outside the home.

Procedures

- Staff to raise concerns re; structure and damage to the children's home.
- For a fire risk and a safety certificate to be appropriate to the Island's policies and procedures.
- Staff to report all broken furniture and or remove to avoid any injury to young people and or staff.
- For all cracked plug sockets to be reported and fixed by a qualified electrician.
- All visitors to sign in and out of the building.
- Record all maintenance requests and response and date of completion of request in the maintenance log book.
- For the home to have sufficient lighting, heating and ventilation.
- For a visual fire plan to be on the display for all visitors and staff and children.
- For details of fire drills to be recorded

26. Transport

Policy

To ensure children and young people are transported safely.

Purpose of Policy

To ensure the SHG drivers/vehicle policy is adhered to.

Procedures

- Staff to complete the SHG Application to Drive an SHG vehicle prior to transporting any child or young person.
- For drivers to only use SHG vehicles to escort young people
- For seat belts to be worn whilst driving by driver and passengers.
- Staff to ensure child seats are used for young children.
- For staff to ensure the vehicle is serviced as required.
- For staff to escort children on a bus if required.
- The times of all school buses in the community will be placed on display in the home.
- For staff to ensure the mileage is logged and records passed to finance.
- To ensure fuel to be in place for the next driver.

