

# Statement of Purpose

## The Ark Residential Short Breaks Respite Centre

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The Ark specialises in providing short overnight breaks for children and children with learning and/or physical disabilities between the ages of 4 and 18 years old. The children who access The Ark may require personal care, medication, behavioural support and support with learning and achievements. Based in a former church, The Ark has been designed and built specifically to create a child centred, non-clinical setting that aims to encourage broad spectrum child development in a safe, fun, and comfortable space.

The centre promotes children and family's wellbeing to assist families to continue to provide care at home.

The Ark is registered with Ofsted for a maximum of four children overnight.

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## Accommodation and Facilities

The Ark is a former church redesigned and converted to provide four respite bedrooms with two bathrooms and a further two WCs. There are exciting living and play spaces to cater for a wide range of children's needs with specialised equipment to accommodate physical care needs as well as create safe environments for all children. Accommodation is all on the ground floor and each bedroom is personalised for a child's stay. Social and play spaces are accessible for all and the Centre is designed to encourage children to engage in play, interact, be curious and feel safe.

### Centre facilities include: -

7 bedrooms.

1 shower room.

1 specialist bathroom including hoisted bath, height adjustable sink, large wet room shower, changing bed.

2 separate WC (one for adults and one for children).

Soft Play area.

Quiet room.

Outdoor play space.

Central space for activities/dining both individual and communal.

Medication room.

Meeting/ Observation Room.

Laundry.

Kitchen







The Ark uses everyday security measures including controlled monitoring and recording devices to provide safety and security for anyone who accesses the building. These are:

**FOB Access controls**----- on all entrances and exits to the building and for access between staff and child spaces.

**External CCTV** ----- monitors and records the external areas of the property only.

**Audio monitoring** ----- In bedroom spaces. Only for use by written agreement of parents/guardians and with children made aware. Listening devices do not record and can be individual turned on or off.

## Location

The Ark is in Dormanstown, close to Redcar at the centre of Redcar and Cleveland. The Centre has good access to special education schools that will form most of the pick-up and drop off locations; Kirkleatham Hall Special School (1.8 mile), KTS Academy (10 miles) and The Mackenzie Thorpe Centre (4.77 miles). Dormanstown was designed as a garden town including large open areas, play parks and wilder park spaces. All accessible within walking distance. There are two walking distance shopping areas including food shops, takeaways, and a library. The seaside towns of Redcar, Marske and Saltburn will provide excursion destinations. The Kirkleatham Estate is within two miles which has a playground, museum, and sensory gardens. It is on multiple bus routes with good transport links.

## Range of needs of children accommodated.

We work closely with families, Local Authorities, and care services to provide a place for children between the ages of 4 and 18 years old with physical and/or learning disabilities. The children who access The Ark may require personal care, medication, behavioural support and support with learning and achievements, access activities and clubs.

## Ethos, philosophy, and goals

The Ark supports families by providing overnight respite and activities for children with disabilities, allowing children and their families to have a short break.

During their stay at The Ark, children will experience a fun, caring, supportive, creative and safe environment tailored to meet their individual needs and inspire and encourage personal outcomes. Each child's care plan will identify individual goals that centre around supporting children to achieve, be active and safe in society, maintain good health and develop life skills.

Referrals to The Ark may come from all areas of the Northeast of England, the majority from Redcar and Cleveland area. The children have a diverse range of backgrounds and will be assessed on an individual basis to meet their needs.

Children are encouraged to be involved in the planning of their stay at the Centre. This may be achieved through general discussion, key working sessions and children's meetings and will include things such as meals, activity planning and daily routines etc. We aim to incorporate all children's feedback and will provide for their communication needs. We will then take feedback and communicate this in a way that meets their wants and needs.

Working together in partnership with children, their families, schools, health, and social care teams in a multi-agency approach will allow The Ark to gather as much information as possible about the diverse needs of the child to form an individual care plan.

The Ark aims to be a positive and inspiring place for staff to work. We encourage staff to learn from the children and look for ways to further themselves to inform best practice. We have a thorough induction which provides additional training and skills in accordance with the Children's Homes (England) Regulations 2015 and the Ark will invest in continuing professional development of staff, to enhance their skills and further develop our service.

The Registered Manager ensures the staff team have an exemplary educational programme including induction training, post qualifying and in-service training to enhance and add to individual skill sets, keeping staff up to date with policies, procedures, and legislation.



## Views, Wishes and Feelings

### Consultation with Children

Children are encouraged and supported to make decisions and choices about their stay at The Ark, as well as the way in which our service is delivered. We aim to consult in ways that are sensitive and respect any religious, ethnic, cultural and linguistic needs. Interpreters and/or advocates can be used whenever necessary. Consultation is encouraged through, for example, key worker time and formal and informal children's meetings. The views of children's families are also incorporated. Children are supported and encouraged to participate in Ofsted inspections.

Consultation is part of our everyday work. We consult with our children in varying methods for example:

- Children's feedback forms.
- Picture exchange
- 'You say we do' approach.
- Speaking tiles and communication aids

Each child is appointed a member of staff as their key worker who, through a greater knowledge of the child, will assist where necessary in interpreting children's views.

## Cultural, Linguistic and Religious Needs

It is important that children can retain their cultural identity and follow their religious beliefs, if they wish. Children will be given the opportunity to attend places of religious worship. Staff will be flexible to maintain individuality, diet and customs. Interpreters may be used to meet the language needs of the children and families attending The Ark.

Staff will actively seek any information/advice which will help the child follow their chosen faith. Staff will liaise with parents to seek their wishes and feelings, if appropriate.

## Admission/Referrals

- Social worker/ placement officer contacts us to enquire about vacancies



- Review the suitability of referral, in particular the needs of the Child and the dynamics of the current beneficiaries of our service. Impact and Matching assessment completed for all children to ensure that no child's stay presents a known significant risk likely to compromise the safety or developmental opportunities of any other.
- The Registered Manager/Deputy or the Referrals and allocations officer will meet with the child's social worker and arrange preliminary visits, followed by a further discussion with the placing authority regarding timescales and any specific needs.
- Parents are invited to visit and participate in completing of My Plans.
- Visits may involve an overnight stay depending upon the need of the child. The child will be allocated an interim keyworker (this may change during the placement to best suit the child's needs), they will be shown round and give them a copy of the children's guide either in paper or digital format. (which will be explained fully on admission day).
- Bedrooms will be prepared in a homely and comfortable manner, which can later be personalised for each visit, should the children wish to leave items in The Ark which will be placed in a personal box for them.
- Risk Assessments and My Plans will be prepared from referral paperwork, meeting with parents, carers, social worker, or other professional involved in childcare.
- All appropriate paperwork should be received from the placing authority and My plans, risk assessment completed prior to the placement commencing.
- A placement meeting will ideally be held on the day of admission, at most, within 72 hours of the admission, the local authority for the area in which the Centre is located will be notified.
- The consideration of crisis situations/emergency placements is possible and will be considered dependent upon the needs of the child being referred and the matching of the other children at that time.
- If an emergency placement is under consideration, as much of the above preparatory work as is practical will be carried out at the time to ensure the best possible start to the placement.
- If the child is placed on an emergency basis at the planning meeting (held within 72 hours of placement) all outstanding documentation must be presented for the placement to continue. At the planning meeting, tasks will be agreed along with preferred outcomes and the time limits of the placement, as outlined in the care plan with their Social Work teams.

All children eligible to attend The Ark will have this identified as a need from a social work assessment through the short breaks Service, following assessment, and, in consultation with the child and their family, the child's needs and outcomes will be identified and a proposed support package developed. All referrals are agreed by the Registered Manager, in consultation with Disability Social Work Team and the family. After a referral is accepted, the child and family are invited to visit the Centre, and a care plan will be completed. The care plan, risk assessment and other relevant documents are finalised, and transition visits are arranged.

## Children's Rights

All children have a right to be involved in decisions about their care, on an individual level about themselves and about the way they are cared for. It is important that we encourage the children staying at the Centre to meet their own care needs where possible and to develop, nurture and support their own independence.

### All children have a right:

- To be valued as an individual.
- To be treated with dignity and respect.
- To be cared for as a child first.
- To interact using their established method of communication.
- To be offered the opportunity of independence and choice.
- To be treated according to religious/social/cultural needs.
- To be able to maintain and develop friendships and interests.
- To have their questions answered in an unbiased way.
- To feel safe and comfortable.
- To be healthy and have their health needs met.
- To have an Advocate.
- To form relationships.
- To have the opportunity to learn.

Children are supported, if needed, in accessing The National Youth Advocacy Service (NYAS) which offers independent and confidential information, advice, advocacy and support to children who want

to have their wishes and feelings heard in circumstances where decisions are being made about their life. It offers help to children in having their wishes and feelings championed.

For information or advice, please contact NYAS.

Phone	0808 808 1001	
Post	“Freepost NYAS”	
Email	help@nyas.net	
Website	www.nyas.net	www.youngpeople.nyas.net
Address	NYAS Tower House, Tower Road, Birkenhead, Wirral, CH41 1FN	

## Health

The Ark support and provide services for, and to assist, children who have a range of additional health problems. These may include epilepsy, asthma, eczema and heart conditions amongst others. Supporting individual child health is covered within the child’s care plan and emergency procedures are in place where necessary.

Children who have complex health needs can access the service. Staff are all trained to understand the need to promote healthy living and actively assist children in daily hygiene routines, dental care, physical activities, and food and menu choices.

## Administration of Medication

The Ark have provision in place to provide for children who access the service and are prescribed medication. The Ark also obtains prior consent from families for any medical support such as first aid, minor injuries, and homely remedies. Consent is also sought for emergency admissions to medical settings. Each child will have a specific plan which identifies their medical needs and administration protocol in accordance.

All medication will be held in a locked medication cabinet for the safe storage of medication. All controlled drugs will be held in a locked box within the medication cabinet. Any medicines requiring storage in a fridge will be kept in a designated fridge in the designated area, this fridge also remains locked. When medication is needed offsite this will be stored in combination locked boxes and returned to the proper place on return to the centre.

Staff will administer medication in accordance with each individual care plan as outlined in our Administration of Medication Policy.

### Support to children with special education needs

Children with special educational needs (SEN) will be provided with help and support, which will be assessed and agreed with parents and professional partners involved. We will always ensure that the requirements in the child's Education, Health & Care Plan (EHCP) are closely responded to and the EHCP is reviewed regularly with the child's key worker, ensuring all aspects of the statement are responded to and checked regularly for compliance and progress.

An Occupational Therapist will advise us of any aids or adaptations needed in the Centre. Appropriate support will be provided for any child and their additional needs.

### Education support and attending school.

The role of education in the life of the child is valued by The Ark. Education is viewed as a key feature in a child's preparation for adulthood. On school days children, as far as is possible, leave the Centre ready for school wearing appropriate clothing, have any necessary equipment and are provided with appropriate transport arrangements to attend education. Staff support children in completing any homework/projects and take an interest in their progress.

We develop strong relationships with the Education Authority and local schools to support education outcomes for children. The Ark ensures strong lines of communication with education providers to ensure the needs of the children are met. This includes regular telephone contact, attendance at meetings where appropriate and recording in any 'communication' books provided to ensure a smooth handover between provisions. We contact the school/parents if anything has happened during their stay which may impact on the school day.

### Activities

Ark recognises the benefits of participating in a range of activities. Good use is made of community facilities and children are encouraged to lead an active lifestyle. There are regular outings to such places as: -



Cinema

Bowling

Cafés/restaurants

Museums

Community events

Shops

Parks

Seaside

Other local attractions

Fundraising for the local community

During the summer and school holidays, day trips are arranged. Appropriate consent and risk assessments are used.

During time at the Centre, staff provide a level of encouragement and support that is appropriate to individual need, and will promote and engage in play activities, art and craft sessions, games etc. At the Centre we recognise that introducing new activities can lead to improved community interaction for children as well as may increase in physical health and emotional well-being.

### Positive Relationships

All staff build positive relationships with children in the Centre and develop a culture of openness and trust that encourages them to be able to talk with someone of their choice about their thoughts and feelings. Children are encouraged to develop positive relationships at the Ark. Children are listened to, respected, and involved in the development of the Centre's ethos and culture. Having consistent staff who form strong bonds with children is crucial to helping them feel safe and secure.

### Contact between children and their families and friends.

The Ark is a respite centre that aims to promote positive relationships with families to enable the children enjoy their time at The Ark and to ensure all their child's needs are met.

The Ark supports contact with friends and effort will be made to match children attending The Ark with other children who they can build positive relationships with. The Ark will also facilitate children's wishes to interact with their peer groups and encourage interactions outside of the Centre with appropriate friendships. For example, attending regular clubs/sport i.e., scouts, deaf youth club.

Children can make and receive calls to their families at any time and staff will support this if necessary. This will be prearranged.

No child can be collected by a person not known to The Ark's staff without prior authorisation from the family, alongside nationally recognised photographic proof of identity.

## Behavioural support

A full copy of the Centre's Positive Behaviour Support Policy is available upon request.

The following principles are observed: -

- The wellbeing of the child is paramount.
- Every reasonable step will be taken to understand the wishes and feelings of the child.
- The wishes and feelings of the parents/carers will be listened to.
- In general, behaviour is managed by good, professional relationships being developed between staff and children.
- Spending time with the children to engage in purposeful activities.
- Every effort will be made to ensure that the behaviour of one child does not cause unreasonable concern or distress to another.
- Every effort will be made to understand why any behaviours that challenge occur.
- Sometimes an activity or outing may not happen due to identified risks identified in their plans and occasionally.
- Any physical intervention will only be used as a last resort, where there is immediate danger to self or others or serious risk to property. If it is used it will follow 'Crisis Prevention Institute' which all staff will be fully trained in training is qualified by The Crisis Intervention Institute and accredited by the International Association of Continuing Education and Training and complies with ANSI/ACET Standard.

## **OPERATIONAL**

### Surveillance and monitoring of children.

The Ark has an overriding approach of only monitoring children where it is necessary for us to do so to safeguard, never to record data internally in the building. The Ark has children with health needs that

require observation and are monitored during the night using in built audio monitors at the Centre and viewing windows on the door however there are privacy curtains on the outer window to enable us to promote child's rights to privacy and dignity whilst still allowing us to monitor the children during the night without disturbing their sleep. Further monitoring such as bed alarms and visual monitoring may be necessary and would be arranged additionally as part of care planning. When monitoring is identified as an assessed need, agreement is sought from parents, and a consent form is signed. This will be identified in individual risk assessments.

The Child is made aware when the monitor is switched on and off each time.

The Centre has external CCTV for all access points and approaches to the building in line with normal security. Captured images are recorded and stored inside the building only and are held for emergency use. Requests by Authorities to view records must be made in writing to the Registered Manager and data will only be permitted to be removed from site by legally binding warrant.

External doors and staff only areas are fitted with an electronic FOB system. Staff are issued with a FOB programmed for their specific access requirements and an electronic log maintained. In the event of a fire FOB access doors automatically unlock or have manual overrides adjacent, which all staff are trained on. All visitors to the Centre must provide identification and a record of their visit is maintained in the confidential visitor's book.

## Complaints Procedure

The Ark team supports the needs of children and their families in their right to make a complaint about any aspect of their care. At The Ark, we believe it is important to help children, and their families understand why the complaints procedure exists and how to use it should they ever feel it necessary to do so. We work with children to empower them to make complaints whenever they feel their needs are not being met. We also strive to ensure that children who make complaints are not made to feel stigmatised or guilty in any way.

If a child needs to make a complaint, a member of our team offers help. We recognise that children may need external support and where required, children are helped to involve a children's advocacy service.

The Ark endorses the view that, whenever possible, complaints should be dealt with informally and we work through issues collaboratively. If an informal resolution is not possible, the process for making a complaint must allow for an examination by an individual who is not directly involved in the care of the children concerned. Finally, the team acknowledges the importance of children and their families having the right to complain to Ofsted.

On admission to the Centre the children and their families are provided with information about the complaints' procedures. The children and their families are also made aware of their right to complain to Ofsted.

The complainant is kept up to date with their complaint and steps are taken to ensure that they understand the process involved. A record of complaints is kept at The Ark and is closely monitored by the Registered Manager.

Ofsted can be contacted at the following:

Ofsted

Piccadilly Gates, Store Street

Manchester. M1 2WD

08456404040

Or you can complain to the Children's Commissioner at:

The Office of Children's Commissioner

Sanctuary Buildings

20 Great Smith Street

London. SW1P3BT

**Tel** 0800 528 0731 or 0207 7838330

**Email** [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)  
[advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

If you require further information on children's rights, then you can visit the website on [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

## Whistleblowing



The Ark respite want you to be comfortable in reporting any concerns you may have and would encourage and welcome any concerns reported regardless of any person's position or relationship to any staff member that works within our Service you can report any concerns to:

Jayne Bogan Registered Manager

[jayne@arkrespite.uk](mailto:jayne@arkrespite.uk) or

Deputy manager Tracy Healy

[tracyh@arkrespite.uk](mailto:tracyh@arkrespite.uk) or by telephone 01642 292920 feel that you are not able to

address this with The Registered Manager or Deputy manager, or your concern is about Registered Manager or Deputy Manager then please direct your concern straight to:

Responsible individual Tom Williams

Email: [tom@team-ark.com](mailto:tom@team-ark.com)

### **Employing friends and family**

At the Ark respite we strive to provide a friendly family environment and with that in mind we do employ friends and family members across our service in various roles.

If your concern is about friend or family member who currently works at The Ark Respite and you feel that you are not able to address this with The Registered Manager or Deputy manager, please direct your concern straight to Responsible individual Tom Williams

Email: [tom@team-ark.com](mailto:tom@team-ark.com)

Alternatively, you can contact

- Protect, see their website at <https://protect-advice.org.uk/>; Telephone Protect Advice Line: **020 3117 2520** (\*option 1) email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

- NSPCC Whistleblowing Advice Line is available for staff who do not feel able to raise concerns regarding child protection failures internally.

Telephone **0800 028 0285** (8.00 am to 8:00 pm, Monday to Friday) email:

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

- Ofsted Whistle Blowing hotline

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Whistleblowing hotline number **0300 123 3155**

Policies and procedure for Complaints, whistleblowing and employing friends and family and allegation are available to view please click links, or contact The Ark respite on **01642 292920** to request copies.

[Complaints Procedures 2307](#)

[Allegations \(002\)](#)

[Employing Friends and Family \(002\)](#)

[Whistleblowing Policy CH APR 2025 \(2\) \(002\)](#)

## Arrangements for Safeguarding, Bullying and Missing Children

The Ark is a safe and empowering place for children to stay. Safeguarding protection procedures are key to keeping children safe.

A risk assessment is undertaken with each child, and this is regularly reviewed and monitored as part of the placement planning system. It covers all aspects of behavior and history that might cause a risk to the child or others. Each risk assessment contains a risk management plan, to be followed by staff. Risk assessment and management plans are updated regularly, at statutory reviews and after specific risk events.

Staff at The Ark are familiar with, and adhere to, child protection protocols and will follow procedure in raising any child protection concern. The Registered Manager will be the lead for Child Protection within The Ark Centre.

Safeguarding and Child Protection is part of the training for all staff. No employee starts work at The Ark until they have completed this essential training.

Where child protection issues identify that individual children are at risk of significant harm, staff will follow different strategies to minimize and reduce risk as well as following the appropriate child protection procedures.

### These strategies include:

- Joint working with social workers, parents, CAMHS and other relevant professionals.
- Personalised support and attention
- Seeking advice and support from The Ark's Designated Safeguarding Officers
- Notification regulation 40 to OFSTED if child protection issues or significant risk events occur.

### Countering Bullying

The staff teams are aware that bullying can be present in the Centre and can be detrimental for any child. Bullying behavior is not tolerated at The Ark. There is a need for constant vigilance and immediate action if it is happening. There is a policy on countering bullying which is provided to children and staff. The team and children have a range of literature to help with addressing and preventing a bullying culture from developing. The issue of countering bullying is regularly discussed at team meetings and children's meetings.

### Arrangements when children go missing.

Children's safety and welfare are of paramount importance. Our priority is to do everything possible to ensure the safe return of a child should they go missing or be absent. Children who go missing are reported to the Police and parents in line with relevant policy. The policy requires a child to be reported missing once it is identified that they are not in the building or immediate vicinity. All appropriate people (e.g., family, Emergency Duty Team) are informed of any incident. On returning from a missing episode, a child's safety is our paramount concern, and staff will always check this alongside ensuring their wellbeing, medical requirements and basic needs are met.

### Anti-discriminatory practice, Promotion of Equal Opportunities

The Staff Team at The Ark work in a way that is consistent with, and supportive of, the Children Act 1989, Children's Homes Regulations and Quality Standards 2015, Care Standards Act 2000 and the Equality Act 2010.

The Staff Team at The Ark aims to be continually aware of the ways in which certain groups within society are disadvantaged, particularly in relation to age, gender, ethnicity, religion, class, disability, and sexual preference. Staff members challenge inappropriate language or stereotyping by anyone.

The team model respectful behaviour towards each other and share work and responsibilities in ways that challenge age and gender stereotypes wherever possible.

## **Dignity, Respect and Equality**

We recognise the value of Children, their uniqueness, and personal needs. We are committed to respond to Children with dignity and respect. We aim to ensure that services are accessible. The services provided by staff at The Ark will not judge children's circumstances or backgrounds and will support and help children make positive choices in their lives. We will challenge, support, and encourage other people not to discriminate against others on the grounds of age, ethnicity, language, culture, gender, religious beliefs, disability, sexual preference, or sexuality.

## **Rights and Responsibilities**

All children staying at The Ark have a right to feel safe. They also have the right to know that their views and feelings are listened to and will be acted on, provided this is consistent with their overall welfare. Staff continually promote and support this daily.

## **Rights**

We have a commitment to Children's rights and adhere to the values of the UN Convention on the Rights of the Child which promotes fair and equal treatment and participation. We aim to meet or exceed all the Children's Homes Regulations and quality standards 2015.

## **At The Ark the Children have a right:**

- To be treated fairly
- To be physically well cared for in relation to, for instance: their health, food and warmth, and a clean and safe home
- To have contact with their family
- To make mistakes and to expect new chances.
- To have their views encouraged and considered.
- To be supported in following any religion they choose
- To have choices about their own lives wherever possible



- To read what we write and record about them.
- To receive care which is planned and reviewed regularly.
- To complain if unhappy with the care received or offered.
- To be included in and have access, with the help of staff, to their files and care documents.
- To have their own copies of their placement plan, statutory review and the reports from social workers and care staff, and a safe place to keep them, should they wish.
- To have their own copies of other documents by negotiation

### **The Ark expect Children:**

- To work with us towards identified goals.
- To treat themselves, other children and staff who stay and work at The Ark with respect.
- To value and look after the physical environment of The Ark.
- Not to bring into The Ark any substances or other items, which may be perceived as physically or psychologically threatening to others.
- Not to hurt, threaten, bully or frighten anyone at The Ark
- To take part in routines and respect the rules, for instance about bedtimes, use of TV, helping each other.
- Attend the Children's meetings if appropriate.
- To take responsibility for any actions, learn and rectify this where at all possible

The team also expects parents:

- To work with us towards achieving their child's goals.
- To continue to offer care, support and encouragement to their child.
- To attend meetings about their child's life and support the centre and identified workers in ensuring that the child's care remains appropriate.

## Staffing and Structure

A minimum of two staff are in the Centre whenever there are children in the building. Efforts are made to ensure the staff team on duty represents a range of experience, gender balance and qualifications. Where identified as beneficial, or through risk management, staffing levels are increased to meet the young people's needs, for instance in the evenings, at weekends, during holidays or when specific young people have a greater need for attention.

Night duties between 22:00 and 10:00 or 20:00 - 08:00 on weekends and school holidays, there is a minimum of 2 on waking night on duty. This may vary in ratio increased or reduced dependant on individual children's needs, when necessary, a sleepover may also be used.

The Registered Manager hours are 0800 - 1600 Mon to Fri although this is flexible to meet the needs of the Centre. Outside these times there is an on-call management Rota to ensure that all staff have additional support.

Where short term gaps in rotas occur due to training, sickness, vacancies or leave, these will be covered by existing staff or staff employed as sessional workers within the Ark Respite. If it becomes necessary to use temporary 'agency staff' these will never form more than half of the permanent Ark staff on any shift, all staff including any agency staff will be subject the checks outlined and will comply with Regulation 32, 33 and Schedule 2 of the Children's Homes Regulation (England) 2015.



## Supervision and Appraisal

Supervision is a vital part of supporting, managing, and developing the staff. It is a requirement that the Ark staff receive and take part in the supervision process regularly. Supervision is provided by the appropriate line manager in conjunction with current legislation. Supervision sessions are recorded, and staff are required to read and acknowledge their supervision notes and retain a copy if they wish to do so; we will retain a copy in the staff member's file. Sessional staff will be supervised regularly, approximately every eight shifts. If there are any disagreements, these are recorded.

All staff undertake a performance appraisal with their line manager every twelve months, which sets reviews, progress over the past twelve months, and sets personal work targets and actions for the coming twelve months. The actions are reviewed during the staff members' monthly supervision.

## Induction

## Induction

All staff are introduced as part of their induction training. An induction workbook is to be completed within the six-month induction period and is monitored by the manager/deputy through a combination of training and other learning activities. In line with the Children's Homes Regulations and Quality Standards 2015, all staff who have completed their induction, basic training, and successfully passed their six-month probationary period are registered for the Diploma Level 3 in Children and Young People, or another qualification that matches the required competencies, if necessary.

Induction training will include:

- Safeguarding/Child Protection
- Physical Intervention
- Recording and Documentation
- First Aid.
- COSHH.
- Legislation procedure and policy

- Health and Safety.
- Medication
- Food Hygiene
- Infection Control
- Playful, Acceptance, Curiosity and Empathy (PACE)

