



# The Old Vicarage Statement of Purpose

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*November 2017*



## The Old Vicarage School

### Statement of Purpose

SC034241

#### Quality and Purpose of Care

- 1. A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.**

The Old Vicarage offers an integrated residential education and care package, to boys and girls aged between 8 and 19 years with Severe Learning Difficulties and challenging behaviour, on a 38 to 52 week per year basis. Respite accommodation is available to term time young people at the request of their placing authorities, families and/or social worker. Residential provision can be offered for up to 55 young people.

- 2. Details of the children's homes ethos, the outcomes that the children's home seeks to achieve and its approach to achieving them.**

Our general aims are:

- Every child will be able to develop in an environment which is conducive to learning both in the academic and life skill sense. This environment should be safe, caring, enjoyable and one in which the child or young person can grow towards independence and reach their full potential. We aim to help young people to increase their emotional competence so that they can learn to overcome any difficulties that may be related to their autism and how they relate to the social world. This will help them to increase their abilities in relationship building and accessing services in the community as well as helping them to achieve academically.
- Our primary aim is to improve the social and educational outcomes of the young people that we look after. We look after young people whose previous life experience, of severe learning difficulties and associated challenging behaviour has meant that they have not coped in school and/or at home.
- To operate in an environment where the views of the pupils we look after and educate are central to the care planning process. Views of the young people will be ascertained in a number of different ways and will be formally recorded within the person centred care planning process. We also need to work very closely and consult with families, significant others and multi-agency professionals to ensure that the most appropriate plans are in place. We always aim for the voice of the child to be central to all that we do.
- We aim to ensure that the residential provision works very closely with the educational provision to ensure that these appropriate plans are delivered together to effectively increase outcomes.

- 3. A description of the accommodation offered by the children's home including:  
(a) How accommodation has been adapted to the needs of children;  
(b) The age range, number and sex of the children for whom it is intended that accommodation be provided;  
(c) The type of accommodation, including sleep in accommodation**

The Old Vicarage offers placements to 55 boys and girls aged between 8 and 19 years with Severe Learning Difficulties and challenging behaviour.

The home provides sleeping accommodation in the form of five separate buildings, the Main Vicarage, Aislinn House, Araon House, Tigh Altraim and Alair House. The five buildings are



further adapted so that children can be placed in groupings most suited to their age, peer group, interests and abilities.

The main vicarage provides mostly shared bedroom accommodation for 22 young people and has three living areas as well as the soft room and interactive room within it.

Aislinn House has accommodation for 12 young people with two living rooms and single bedrooms as well as a swings and trampoline in the garden.

Alair house and Araon house are six bed and nine bed homes, some shared and single bedrooms.

Tigh Altraim is a six bed satellite home with single rooms and approximate five miles from the main site. The home is located in South Hykeham, Lincoln.

All homes have kitchens and dining areas.

All young people will be offered a room in a house that is suitable to meet their needs. Some pupils may refuse / prefer not to have curtains and/or blinds, therefore some bedrooms may have frosted windows to help ensure their dignity is maintained at all times. As they progress through the school, this may necessitate a change of houses again dependant on age and suitability of peer groups. This is subject to pre placement agreement and following consultation with the young person before and following admission. Young people that share rooms, share with peers in the same year group, and particular regard is taken on issues such as personal preference, safety and potential for bullying. Their needs and those of other young people are taken into account when the decision to share is taken. Parents and placing authorities are involved as required. Requests to change rooms are dealt with in a sympathetic manner.

All the buildings at Swinderby have a Fire Risk Assessment which is reviewed annually and whenever significant changes arise which might materially impact the assessment e.g. when alterations are made to the buildings, or when the nature or number of people occupying the building change.

A regular programme of fire drills is undertaken and recorded. All staff receive regular training in Fire Precautions and Fire procedures. Young people are informed of the fire procedure and receive appropriate education on fire precautions, both as part of the curriculum and in their life skills programme.

#### **4. A description of the location of the home.**

The home is located in the quiet village of Swinderby in Lincolnshire within a four acre site close to a bus line and village of amenities, in addition there is a train station a mile away from the village. The main site in Swinderby is a beautiful open environment with outstanding views of the Lincolnshire countryside.

The main site is only 10 miles from Lincoln centre and all the amenities that this provides including excellent transport links, leisure centres, cinema, wall climbing, sailing and shopping.

Tigh Altraim is situated in South Hykeham approximately 5 miles from the main Swinderby site. The population of the parish is 835. It is situated approximately 3 miles south-west from the city of Lincoln.

#### **5. The arrangements for supporting the cultural, linguistic and religious needs of children.**

A key part of the assessment procedure is the determination of each pupil's religious, ethnic, cultural and/or dietary background and requirements. This is carried out in consultation with parents so that important family traditions can be supported and maintained. The school is non-denominational in line with the responsibilities placed upon it as a Department for



Education approved residential special school. The Old Vicarage accepts young people from a range of religious and cultural traditions and has established contacts with a variety of religious and cultural organisations which are called upon, as required, to provide advice and involvement with individual young people. Practice conforms to the Policy Guidance on Equal Opportunities. The Old Vicarage celebrates the diversity of cultures and religious traditions represented in its own community and elsewhere. The background and knowledge of all members of the The Old Vicarage community help to enrich the experience and provide additional learning opportunities for young people and staff alike.

We recognise that our young people have a variety of ways in which they communicate and this includes specialist styles of communication which are helpful for young people with autism. We use tools such as social stories, PECS, rebus symbols and visual timetables to help young people communicate and to ease disruption around transitions.

**6. Details of who to contact if a person has a complaint about the home and how that person can access the home's complaints policy.**

Young people, relatives and referring agencies are encouraged to discuss any areas of concern at the earliest opportunity with a member of staff, who will do their best to resolve the matter or seek the assistance of a senior colleague if they are unable to help. If efforts at this level prove unsuccessful, or if the person making the complaint feels unable or unwilling to make an informal approach, reference can be made direct to the Head of Care, who is responsible for the local operation of the Complaints procedure. If the Head of Care is unable to resolve the matter, or in the event of a serious complaint concerning the Head of Care or Head Teacher, the matter may be referred to Donna Varley Turner, Responsible Individual at Kisimul School (telephone number 01522 868279).

If the complaint cannot be resolved by discussion within the company's procedures, or if the complainant does not wish to pursue this route, they have recourse to the complaints procedure operated by the referring authority (details of which they should have received from the officer responsible for the referral), or to the local Social Services Child Protection Team, whose telephone number is 01522 554668.

Complaints about registered services, such as The Old Vicarage, can also be made to OFSTED, OFSTED National Business Unit, Royal, Piccadilly Gate, Store Street, Manchester, M1 2WD or by telephone on 0300 123 1231.

All formal (written) complaints are carefully recorded and outcomes are reviewed.

**7. Kisimul child protection policy and behaviour management policy are available to staff, interested parties and members of the public on our Website. The Website address is [www.kisimul.co.uk](http://www.kisimul.co.uk). Additionally, the Registered Manager retains a paper copy at the home.**

It is the policy of Kisimul Group to ensure that a safe and caring environment is provided at all times for the children/young people entrusted to its care, and to protect them from significant harm (Part 2 section 10 of the Children's Act 2004). The group is committed to ensuring that all children/young people attending services are kept safe and that concerns about a child/young person are followed up in the right way and to ensure that everyone including parents/carers, staff, volunteers and children/young people know what should happen and what is expected of them.

Our policy applies to all staff and volunteers working in the groups units. There are five main elements to our policy:

- Ensuring we practise safer recruitment in checking the suitability of our staff and volunteers.
- Raising awareness of Safeguarding Children issues.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.



- Supporting our vulnerable children/young people who may have been subjected to abuse in accordance with their Individual Pupil Care Plan.
- Establishing a safe environment in which children/young people can learn and develop.

No form of bullying nor intimidation is tolerated anywhere within The Old Vicarage, irrespective of who the victim or perpetrator may be. The overall philosophy on these issues is set out in the company's comprehensive behaviour policy. This covers all forms of bullying and intimidation in all circumstances and applies equally to young people, staff and visitors. It is based on the philosophy that everyone is valued as an individual. The basic respect inherent in this value statement is the foundation for our expectations of each other.

The Old Vicarage follows the **safeguarding procedure** (OPED 05 Child Protection and Safeguarding Policy) in line with The Local Safeguarding Board. The local procedure is framed in the context of the Company's overall policy and procedure. Full training in the appropriate procedures is provided as part of the induction process for each new member of staff and reinforced in periodic refresher training and through supervision.

It is the philosophy of the group that the overriding principle to be followed is: **the child/young person's welfare is paramount and this takes precedence over doubt.** This means that all allegations made by children, young people or adults will be taken seriously and investigated fully. This helps the organisation to protect those that use our services and also the staff and volunteers that work with us. However, The Old Vicarage does recognise that when an allegation is made this is a very difficult situation and it will endeavour to ensure that staff are fully supported throughout the process. (OPED 59 Managing Allegations Policy)

The home operates to a missing person policy agreed with the local police. A full record is made of the circumstances. Parents and referring agencies will be kept fully informed and consulted as necessary. We use the Lincolnshire Police protocol in situations where young people may have gone missing from the home.

## Views, wishes and feelings

### A description of the children's home's policy and approach to consulting children about the quality of their care.

Involving young people in decision making is an essential part of our work. It is important that children and young people are given choices and that their wishes and views are actively sought and acted upon.

Consultation takes place most effectively by tailoring questions at a level appropriate to the individual pupil's understanding. In this way pupils are able to comment on the operation of the home and their likes and dislikes. A 'Pupil's View' format enables them to answer basic questions with the help of rebus signs.

The children and young people are always encouraged to express their wishes and views individually and are given the right support, by both their immediate support staff. This can take the shape of questionnaire that are supported by symbols to illustrate concepts so that we can gain the views with due regard for their limited communication skills and individual need.

Where appropriate we can use an independent advocate from NYAS (National Youth Advocacy Service), local authority, independent review officers and parents.

There is an active children and young people's council who are involved in making decisions about the school and residential services.

The Regulation 44 and 45 processes also give the young people opportunity to engage in consultation. In particular the independent Regulation 44 process ensures that the views of young people are sought in the inspection, which is unannounced. Young people have a



contact number for the independent inspector so that independent consultation can happen when and if a young person requires it.

Pupils are able to consult with senior staff or the Head of Care at any time if they have an issue to discuss. Each child is allocated a keyworker with whom they can communicate using a variety of skills and tools. The keyworker will relay any issues to the appropriate person themselves or on behalf of the child they are advocating for.

At the point of formal reviews pupils are formally consulted about the service that is provided to them. This may be a review of their Education and Healthcare Plan (EHC, Children and Families Act 2014) or a Looked After Children Review (Children Act 2004.) We are clear that in all recording and planning with young people their voice is central to the planning. We can use advocacy services to obtain their views and frequently do through NYAS. We recognise that children and young people cannot always have their wishes and feelings met as these need to be balanced with protection but at the Old Vicarage we strive to operate an environment where we understand and listen.

**8. A description of the children's home's policy and approach to in relation to:  
(a) anti-discriminatory practice in respect of children and their families: and  
(b) children's rights**

Irrespective of background or religion, The Old Vicarage will strive to meet individual needs. The rights of all young people are respected and promoted as a basic principle of The Old Vicarage and the company, which states that every pupil is valued for themselves as an individual, irrespective of any aspect of their background, or any other personal or cultural characteristic. This idea of positive regard for others, in an atmosphere of high, but realistic expectations, is promoted throughout the community as a desirable value and discussions concerning any breach of this standard are taken very seriously by all.

The Old Vicarage actively promotes equality and diversity in all that it does, it is the underpinning view that each child and young person placed here will be treated with dignity and respect; they will have access to a broad and balanced curriculum, with support from an experienced staff team. Pupils will be given opportunities to access the wider community and to be assisted to learn and progress in an environment that nurtures and encourages participation. The Old Vicarage subscribes to and actively encourages the implementation of the Equality Act 2010, Human Rights Act 2000, the Disability Discrimination Act 1995 and Mental Capacity Act 2005. All pupils with learning disabilities have the same intrinsic values as anyone else and they therefore share the same rights and responsibilities.

**The Old Vicarage:**

- Celebrates the richness and diversity of childhood, including the different strengths deriving from ability, age, culture, ethnicity and gender;
- Actively promotes young people' welfare and development, protecting them from physical and emotional harm, deprivation or disadvantage;
- Implements policies, procedures and practice which support cultural and physical diversity.

All children and young people contribute to their statutory reviews which are held every 6 months. This is an essential review meeting that enables children and young people to review their experiences, achievements and progress. Efforts are made to gain the pupils views and feelings and have these recorded. Children's rights are very important to us and we ensure that our approach to supporting our young people is balanced between individual rights, risks and needs. There may be some rare occasions where the wishes, views and rights of the child or young person in relation to decision making may conflict with what is in their best interests. On these occasions we will work closely with the child or young person involved and key stakeholders, such as parents, carers, social workers and independent advocacy services, to ensure that all decision making is transparent, documented and that the child or



young person understands the reasons behind any decisions made as far as this is possible for them; and that all such decisions are made collaboratively, through full multi-party discussion, keeping the child or young person at the centre of this process.

## Education

### 9. Details of provision to support children with special educational needs.

All young people admitted to The Old Vicarage, whether on a term time only or 52-week basis, undertake an individual programme of full-time education tailored to their specific needs. Each pupil will follow the National Curriculum at their own level and pace, in a culture that sets realistic, yet high expectations of everyone. Staff are trained to recognise the types of challenges that young people in this client group face in achieving their full educational potential. The vicarage has a number of classrooms with no more than seven pupils to a class, this is staffed on a very high staffing ratio in order to achieve all targets within their ILP which is supported by their statement of special educational needs or Education Health and Care Plan (EHCP).

There are extensive educational resources, including a teaching kitchen, sensory integration room, interactive Sensory rooms and ICT suite. There is also a gym and on site swimming pool to facilitate the physical curriculum. The vicarage has interactive white boards in all classrooms; each class room also has iPads and ICT hardware and software to meet the needs of the pupils.

### 10. If the home is registered as a school, details of the curriculum provided by the home and the management and structure of the arrangements for education.

#### Curriculum

All pupils have a Statement of SEN or EHCP, and have an Individual Learning Plan tailored to those needs. This provides an outline of teaching and learning input, and a record of learning and attainment over time. The School provides a broad, balanced and stimulating curriculum that aims to promote the spiritual, academic, personal and social development of each individual. There is access to the National Curriculum with differentiation appropriate to the pupil's level of cognitive ability and attention span, which includes a focus on British Values.

We aim to provide a rich, caring, safe, structured environment in which SLD pupils may develop their own personal identity, skills and interests. This provides an interface for the pupils to use as they join together with society, through a variety of media and on a variety of levels with peers, adults and family, in work and in recreational time. There is a focus on contextual learning and real life rehearsal of skills, which is embedded within the waking day curriculum that extends beyond the school day.

Inherent in The Old Vicarage philosophy is the basic understanding of respect for each person as an individual. The school strives to address the special needs of the whole multi-faceted ASD child. At The Old Vicarage the individual child is the focus, with staff the facilitators, role models and mentors. The academic, emotional, physical and spiritual unfolding of the child is nurtured through a carefully balanced, developmentally appropriate curriculum. A variety of interventions are being used and developed. Quality teaching experiences within a quality care setting are fully supported to promote success and achievement. This in turn encourages good citizenship and qualities necessary to effectively and ethically participate in the wider world.

Our Head Teacher, Paul Routledge is supported by an Assistant Head Teachers and a team of teachers and teaching assistants.

### 11. If the home is not registered as a school, the arrangements for children to attend local schools and the provision made by the home to promote children's educational achievement.



All pupils attend The Old Vicarage. Kisimul School is registered as an independent special school. The Old Vicarage is registered as a children's home.

## Enjoyment and achievement

### **12. The arrangements for enabling children to take part in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical and social interests and skills.**

The Old Vicarage provides a full range of leisure, sporting and recreational activities, details of which are set out in the school's prospectus. Each child participates in Physical Education as part of the National Curriculum and there is a wide range of sporting activities available outside of the usual curriculum. There is an outdoor play area, swimming pool and sports hall on the main site. There is a range of external activities available to the young people, from shopping trips into Lincoln at the weekends, to rock climbing and sailing. All such activities including holidays / days trips are in line with their individual needs and organised under the supervision of appropriately qualified staff and comply with relevant company policies.

## Health

### **13. Details of any health care or therapy provided, including:**

- (a) Details of the qualifications and professional supervision of the staff involved in providing any healthcare or therapy; and,**
- (b) Information about how the effectiveness of any healthcare or therapy provided is measured, the evidence demonstrating its effectiveness and details of how the information or the evidence can be accessed**

The School operates a comprehensive approach to care in line with the principles outlined in this document and the prospectus. Any specific requirements identified for particular therapeutic interventions within the agreed placement plan will be provided, either directly, where the appropriate expertise exists in-house, or by arrangement with either the child's existing therapist, or by referral to an accredited therapist. An additional charge may be payable for this service.

The Old Vicarage has a large Educational Support team. This team includes Psychology and Therapies and forms an integral part of our multidisciplinary team. The team works very closely together to advise, guide and support staff in meeting the very complex needs of our children and young people by developing and implementing individualised support and skill development plans.

The Educational Support team at the Old Vicarage consists of:

- The Educational Support Manager
- 1 Educational Psychologist
- 6 Assistant Educational Psychologists
- 2 Occupational Therapists
- 1 Speech and Language Therapist
- 2 Speech and Language Therapy Assistants
- 1 Music Therapist
- 1 Music Facilitator





### Educational Support Team Qualifications:

<b>Name and job role</b>	<b>Qualifications</b>	<b>Line managed by:</b>
Angela Wood - Educational Support Manager	Psychology BSc (Hons) 1st	Director of Education
<b>Psychology</b>		
Anthony Hallett – Educational and Chartered Psychologist	BEd Honours MSc Educational Psychology Post Graduate Diploma in Evidence Based Psychological Therapy (PGDip)	Consultant N/A
Sarah Baish – Lead Assistant Psychologist	Psychology BSc (Hons) 2:1	Educational Support Manager
Gemma Armstrong – Assistant Psychologist	Criminology BSc (Hons) 2:2	Lead Assistant Psychologist
Lauren Moss – Assistant Psychologist 0.5	Psychology BSc (Hons) 2:1	Lead Assistant Psychologist
Emma Burrell – Assistant Psychologist	Psychology BSc (Hons) 2:1	Lead Assistant Psychologist
Sarah Roper – Assistant Psychologist	Psychology BSc (Hons) 2:1	Lead Assistant Psychologist
<b>Speech and Language Therapy</b>		
Melanie Wolstenholme- Speech and Language Therapist	Specialist Speech and Language Therapist (SaLT) – BSc (Hons) Human Communication: SaLT 2 : 1 and intermediate Dysphagia	Educational Support Manager
Neil Barrett 0.4 – Speech and Language Therapist	BA in Linguistics (First Class Honours and MSc in Language Pathology (Distinction)	Educational Support Manager
Hannah Palfreyman 0.6 – Speech and Language Therapy Assistant	MMedSci Clinical Communication Studies 2:1 BA (Hons) English Language with Linguistics 2:1 Post Registration Dysphagia Qualification (The Speech Therapy Practice)	Educational Support Manager
Nicola Pelling - Speech and Language Therapy Assistant	BTEC Advanced Speech and Language Therapy	Lead Speech and Language Therapy Assistant
Jacqueline Rowntree - Speech and Language Therapy Assistant	BSL 1 Supporting Special Needs – Level 2	Lead Speech and Language Therapy Assistant
<b>Occupational Therapy</b>		
Alison Harris – Occupational Therapist	dipCOT and Advanced Practitioner in Sensory Integration	Consultant N/A
Rachel Hall – Occupational Therapist	Occupational Therapy BSc (1st Class) Sensory Integration Module 1, 2 and 3 Certificate of Higher Education in Social Sciences	Consultant N/A
<b>Music</b>		
Andrei Celik – Music Therapist	Postgraduate qualification in Music Therapy BA Hons Music	Director of Education



Steve Walton – Music Therapist	Grade 8 guitar Postgraduate Qualification in Music Therapy	Educational Support Manager
<b>Aromatherapy</b>		
Janet Tutty	Dip Arom	Lead Assistant Psychologist
Rachael Tutty	Dip Arom	Lead Assistant Psychologist

We have a detailed and structured approach to the ongoing professional and personal development of our staff at Kisimul. The fundamental needs of the organisation are met through the delivery of an annual training plan which incorporates initial and refresher training. Further development opportunities are assessed on an individual basis against a competency based framework. This results in an individual development plan which works to agreed aims and objectives. We aim to provide a range of activities and services to meet the identified learning outcomes and ensure that development plans are tailored to the needs of the individual whilst supporting the requirements of the organisation. This allows us to both support and grow our existing talent pool and encourage continual professional development of our staff.

There are a number of internal and arm's length quality audits which are completed by a range of managers and others to ensure that quality systems are robust and can be relied upon to support the developments at The Old Vicarage:

- Regulation 45 audit
- Monthly Manager Reports
- Monthly Regulation 44 visits
- Quality assessments
- Health & Safety Reports

We have monthly independent visits to The Old Vicarage from one independent Quality Manager (Regulation 44). All of the visits are recorded and action plans compiled to measure completion and developments. These are fed back to The RM and sent to LA's and Ofsted.

The organisation operates a quality assurance system that collates a wide variety of information from around the group, which is presented in a consistent company format, on a monthly basis. This consists of both quantifiable data, and qualitative information about service users' experiences. This enables the Board of Directors to be aware of all issues throughout all locations, both in terms of incidents that have occurred and the subsequent actions that were taken, as well as successes and achievements. As part of this process a Quality Assurance Group meets monthly to review all information. This group is attended by appropriate members of the board and operational teams, thus ensuring clarity throughout the Board of Directors with regard to operational matters in all locations. This also gives the board the ability to highlight patterns and trends and enable them to plan for the future, thus ensuring the effective future performance of the company. As well as the monthly Quality Assurance systems there are also robust internal inspection systems in place, which feedback to relevant directors.

The effectiveness of our approach is also measured in the different multi agency forums that we participate in. For example, we provide reports for reviews of Individual Educational Plans, statements of special educational need and LAC reviews.

Each looked after person has an annual health assessment which takes into account all aspects of the pupil's medical needs. Each young person is registered with a local GP and has regular dental and optical check-ups, as required, arranged in consultation with parents and referring agents. Arrangements are made as necessary for those receiving specialist medical care to pursue their course of treatment. Consent is obtained from parents / guardians for all medical treatment including first aid.



## Positive relationships

### 14. The arrangements for promoting contact between children and their family and friends.

Dependent upon the detailed provisions contained in the placement agreement agreed with the referring Education or Social Services Authority, visits by relatives and visits home are encouraged, as is regular contact by telephone, letter and e mail. Young people have access to telephones to make private calls. In addition, staff are readily available to family members for discussion and support, as necessary, on request.

#### The Key Worker

Every child or young person has a dedicated key worker, who provides an essential link with families. The key worker monitors progress and works closely with the children and young people, multi-disciplinary teams and family on setting goals and developing appropriate support plans. Key workers co-ordinate regular telephone links and ensures that information is exchanged effectively and any questions answered. The success of this role depends on the two-way nature of trust and openness between families and key workers.

#### Telephone Contact

Children and young people are free to ring home, but generally it is families who make contact with the children and young people. Telephone calls can be arranged at regular times and particular days which fit into family routines and staff are always available for families to speak to about their relative, at any time of day or night.

#### Home Visits

Where possible we promote and encourage parents to spend time with their son / daughter either on site or at their home. The home provides additional resources to facilitate this, however, it must be noted that the home are not in a position to provide transport or staff support during home visits.

#### Online Links

The school can facilitate online links between families and children and young people such as e-mail and Skype.

## Protection of children

### 15. A description of the home's approach to the monitoring and surveillance of children.

Requirements for the use of electronic surveillance are:

1. The child's placing authority consents to the use of the measures in question
2. It is provided for in the child's placement plan
3. So far as is practicable the child is informed in advance of the intention to use such measures
4. The measure is no more restrictive than necessary, having regard for the child's privacy

The Old Vicarage recognises their duty of care towards the Child/Young People in residence within its accommodation provision. Consideration has been given towards the individual's health needs and behaviours that a pupil could exhibit that may put both him at risk and others within the accommodation.

To provide a safe level of supervision throughout the night it may be necessary to provide an electronic door alarm system / beam alerting staff to the movement of the pupils, i.e. leaving their bedroom(s), and or final exit doors from the building.

For properties where such systems are in use;

- The child's placing authority shall be informed and consent obtained.
- The measure shall be identified and recorded in the child's Individual care plan.



- The child shall be informed or their parents/advocates of the measure and explained why it is in place and its purpose.

#### **16. Details of the children's homes approach to behavioural support, including information about**

- (a) the home's approach to restraint in relation to children; and**
- (b) how persons working in the home are trained in restraint and how their competence is assessed.**

Every child is entitled to develop in an environment which is conducive to learning both in the academic and life skill sense. This environment should be safe, caring, enjoyable and one in which the child or young person can grow towards independence.

This philosophy is realised by relating to each pupil in a positive way and by meeting all aspects of the pupil's needs through integration of school, home, leisure activities and involvement in the wider community.

The first step to understanding pupils with SLD & autism is to have an awareness of the terms used to describe the condition and how educational, social and emotional needs are affected. Research suggests autism is a lifelong developmental disorder that affects the way a person communicates and relates to the people around them.

The Old Vicarage operates to a clear code of behaviour management as part of an overall structure designed to promote a caring atmosphere (a copy of the local positive behaviour management policy is available to all students). Positive reinforcement and specific praise are significant behavioural tools at The Old Vicarage. There are clear procedures for dealing with disruptive behaviour and a range of appropriate and proportionate sanctions is available and fairly applied. All staff are aware of the Company's policy and procedures for dealing with challenging behaviour and operate principles based on knowledge of issues that may trigger episodes of challenging behaviour in individuals, preventing and minimising the conditions for escalation. As a last resort, if physical intervention is necessary to prevent injury to self, others or property, staff are trained in the TIMIAN package. This training emphasises de-escalation and proactive staff intervention avoiding the use of physical intervention if at all possible. TIMIAN is fully consistent with company policy in this area. Staff member's competence in physical intervention is assessed by staff members who have completed the TIMIAN Train the Trainers residential course.

The threshold for using physical intervention is met when, as a last resort a young person is going to put themselves or others at risk of serious harm or they are going to cause significant damage to property. We recognise that whilst positive behaviour management techniques are effective for most young people most of the time, physical intervention can be an act of care of it is used in the right way at the right times.

All staff are trained in Understanding the needs of our pupils and putting this into practice when it comes to managing behaviour. We have an acceptance and understanding that our young people will struggle to cope emotionally and socially from time to time and our autism specific positive behaviour management techniques help young people to manage this with support from carers.

### **Leadership and management**

#### **17. The name and work address of;**

- (a) The registered provider (including details of the company owning the children's' home);**
- (b) If nominated, the responsible individual;**
- (c) If applicable, the registered manager**

#### **Registered Provider:**

Name: Kisimul Group Limited



Address: Kisimul Group Limited, The Old Vicarage, 61 High Street, Swinderby,  
Lincolnshire, LN6 9LU  
Tel: 01522 868279  
Fax: 01522 866000  
Website: [www.kisimul.co.uk](http://www.kisimul.co.uk)

**Responsible Individual:**

Name: Donna Varley-Turner  
Address: Kisimul Group Limited, The Old Vicarage, 61 High Street, Swinderby, Lincolnshire,  
LN6 9LU  
Tel: 01522 868279  
Fax: 01522 866000  
Email: [donna.varley-turner@kisimul.co.uk](mailto:donna.varley-turner@kisimul.co.uk)

**Headteacher of Lower School:**

Name: Julie Saddler-Forman  
Address: Kisimul Group Limited, The Old Vicarage, 61 High Street, Swinderby, Lincolnshire,  
LN6 9LU  
Tel: 01522 868279  
Fax: 01522 866000  
Email: [julie.forman@kisimul.co.uk](mailto:julie.forman@kisimul.co.uk)

**Registered Manager:**

Name: Martyn Jackson  
Address: Kisimul Group Limited, The Old Vicarage, 61 High Street, Swinderby, Lincolnshire,  
LN6 9LU  
Tel: 01522 868279  
Fax: 01522 866000  
Email: [martyn.jackson@kisimul.co.uk](mailto:martyn.jackson@kisimul.co.uk)

Kisimul Group Limited has a management team that comprises of:

Margaret Hill, Chief Executive  
Andrew Murrell, Financial Director  
Danny Carter, Director of Education  
Donna Varley-Turner, Chief Operating Officer  
Jayne Starkie, Director of Human Resources  
Paul Routledge, Assistant Director of Education  
Kate Somerside, Assistant Director of Operations  
Jo McSherrie, Assistant Director of Education South

Margaret Hill joined Kisimul Group in April 2006. Margaret was previously the Operations Director with a large healthcare organisation, managing 116 facilities nationally, including homes for children and adults with complex disabilities including autism and learning disabilities. Margaret was also responsible for the company's colleges and children's homes. She therefore has a wealth of experience in managing services similar to those which Kisimul Group Ltd and Cruckton Hall Ltd are responsible for. Margaret has 30 years' experience in managing children and adults with learning disabilities as well as many other categories of healthcare. Margaret originally trained as an accountant, following the completion of a business studies degree, and then subsequently worked in banking and local authority treasury departments before specialising in the health care sector.

Danny Carter has worked for Kisimul School since 2001. He joined the school as a Class Teacher, becoming Senior Teacher in 2005 and Head of Lower School in 2006. He was promoted to Director of Education in November 2009.



Andrew Murrell joined the company in September 2008. Andrew is a qualified ACA having worked previously at Price-Waterhouse (now Price-Waterhouse-Coopers) and at Ernst Young where he was a director. More recently Andrew was Finance Director at Coffee Point plc until its sale to Bunzl plc. He is a Director and the Company Secretary.

Donna Varley-Turner has worked within social care for over 20 years with CYP of both genders who have a wide range of complexities such as ASD, SLD, BESD and Mental Health from ages between 2yrs and 21yrs. Worked within senior management since 2010 for a number of private providers large and small. Qualifications obtained so far: Level 5 Management (ILM), Level 4 Management (NVQ), Level 4 Care (NVQ in CYP), NVQ Assessors Award. For the purpose of this document, Donna is the responsible individual.

Jayne Starkie joined the Company in December 2009 as Group HR Manager, and has progressed to a Director role. Jayne is a CIPD qualified HR professional with over 20 years' experience in various senior HR positions. Previous experience includes HR Manager roles in the public sector and education, along with experience of working in private financial services organisations.

Paul Routledge has worked with the SEN sector for 20 years, and has a wide range of special school teaching experience, as well as a management background within LA Behaviour Support Teams. Following acquisition of MEd (Learning Difficulties), and NPQH during work as a Deputy Head in a Nottinghamshire Special School, Paul joined Kisimul in 2012 as Headteacher of Acacia Hall. He currently holds substantive post of Assistant Director Education responsibilities for group wide strategic support.

Kate Somerside joined Kisimul in 2015 she has worked within social care for over 16 years in various roles including been part of a senior management structure supporting organisations to strategically develop. Kate has a wide range of experience working with CYP who have a wide range of complexities such as ASD, mental health, BESD and SLD. Qualifications obtained so far: Level 5 Management (ILM), Level 4 Management (NVQ), Level 3 Care (NVQ in CYP).

Jo McSherrie was appointed as Assistant Director for Education in the South in April 2017. She joined Kisimul from the role as Head of a successful Non- maintained Special School and Independent Specialist College. Formally a nurse, Jo has Masters level qualifications in Education, SEN and Careers Guidance. Jo has around 20 years' experience in Education and continues to work as an Inspector in Schools and the Further Education and Skills Sector.

The site has achieved a number of external Quality Marks in recognition of the high standards of care and education. The Basic skills Quality mark recognises the quality of the literacy and numeracy curriculum, the innovative learning approaches and the differentiation of primary and secondary numeracy and literacy. The ASDAN approved Centre status reflects the quality of evidence as part of the curriculum offer for 14-19 year old and the Centre of Excellence for ASDAN Provision allows the site to offer a range of nationally approved qualifications based around the development of personal, social and employability skills. In addition the site holds the Makaton Friendly Status demonstrating the communication practice essential in helping the children and young people progress and achieve. The site holds the Arts mark as part of functional skills delivery and is a Duke of Edinburgh approved delivery centre.

The sites People and Health and Safety practices are accredited by an Investors in People Silver Award and a '5' Star Food Standard Rating.

#### **18. Details of the experience and qualifications of staff, including any staff commissioned to provide education and health care.**

The Old Vicarage has a comprehensive staff training programme and there is an emphasis of providing excellent training for all the staff teams. There is a system in place which provides training facilities to ensure that there is a large qualified staff base. As part of this we are able



to ensure that unqualified staff are given training and support to enable them to gain appropriate and recognised qualifications within allocated timescales.

The home is staffed with waking staff 24 hours a day, 7 days a week, with the number of staff appropriate to the needs of the children and/or individual contracts with placing authorities. This is as a result of assessment of the young person and in depth paperwork supplied as well as the requirements outlined in the Statement of Special Educational Needs. The School is supported by full domestic and maintenance teams.

The Old Vicarage has a Head of Care who is the Registered Manager and, together with the Head Teacher, undertakes the day to day running of the residential and curriculum elements of the school.

The care service delivery is enhanced by allocating experienced staff across all teams and by endeavouring to deploy young and more mature as well as male and female staff equally to ensure appropriate role models for the children. A key worker system is in place to enable pupils' access to people who they can particularly confide in and who can advocate their needs within the home.

On completion of the six week induction programme and once common induction standards have been completed, care staff are enrolled and receive training for the Level 3 Diploma for Children and Young People's Workforce in Health & Social Care, with completion required within two years of employment start date. When staff, teaching and non-teaching are recruited to The Old Vicarage, they receive an induction pack and undergo an induction programme to raise awareness of autism. Existing staff have undergone professional development in a range of autism specific areas. Both are freely available for consultation. There is also a well-resourced library of materials and periodicals which is updated on a regular basis.

All staff undertake a training and development programme appropriate to their roles and responsibilities. They also undergo professional development and review scheme annually, when development needs in relation to autism can be identified and addressed. Funding is available to support training in more specialised areas such as TEACCH (Treatment and education of Autistic and Communication Handicapped Children) and PECS (Picture exchange Communication System) as well as post graduate study. Training and workshops can be provided in-house by the educational psychology, SALT, OT and the QA/Accreditation manager.

In line with Quality Standards all residential support workers receive training in Children & Young People's Workforce Diploma this is a recognised and accredited qualification completed at level 3 status.

The Diploma and NVQ are conditions of employment for care staff, with timescales stated within those conditions.

Maintenance, ancillary and domestic staff are invited by the training officer to courses appropriate to their needs, for instance, First Aid, Basic Food Hygiene and Health and Safety.

**19. Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education or health care.**

It is the policy of Kisimul Group to carry out regular feedback / support / and developmental sessions with every member of staff in the form of 1:1, group and team supervisions, individual and team training sessions and individual performance development reviews (PDR's) / Appraisals.

All staff have regular, individual supervision sessions with their manager, during which a range of issues is discussed concerning every aspect of their current role, training needs and



future development. Opportunities exist within these sessions to discuss any areas where staff or managers may feel that particular support is required.

- The Head of Care has regular supervision with the Operations Manager.
- Team Leaders will have supervision sessions with the Head of Care not less than one session per two months (each half term).
- Seniors and Deputy Team Leaders will have supervision sessions with their Team Leader not less than one session per two months (each half term).
- All Residential Support Workers will have regular supervision sessions not less than one session per two months (each half term) and new employees more frequently. NVQ observations of practice in the workplace will form an integral part of the supervision process.
- The Head Teacher has regular supervision with the Education Director.
- The Deputy Head Teacher has regular supervision with the Head Teacher.
- Teachers will have a support session regularly with the Head Teacher.
- All school staff will have at least three individual/group supports plus an appraisal per year with the Head Teacher/ Deputy Head teacher.

A PDR (Personal Development Review) is carried out annually and evidence from this is gathered through supervisions and feedback from line managers based on work performance. PDR's should be completed annually following successful completion of an initial six month probationary period within the Kisimul Group employment. PDR's will be completed using the appropriate documents.

Each staff member has a personal development plan that deals with their individual training and career development needs. The Old Vicarage has a dedicated training officer and is committed to staff development and NVQ accreditation.

The overall day to day running of the residential care home is the responsibility of the Head of Care. The Head Teacher is responsible for Education.

### **Organisational Structure**

Head of Care

Head Teacher

Senior Team Leader

Assistant Head Teacher

Martyn Jackson

Julie Saddler-Forman

Jason Simpson

Lauren Mangham

### **20. If the staff are all of one sex, or mainly of one sex, a description of how the home promotes appropriate role models of both sexes.**

At The Old Vicarage we have a wealth of experience within the staff teams. We believe that a diverse staff group enables the young people's needs to be facilitated. There is a balance of both male and female staff within the teams and this gives the young people the opportunity to build positive relationships with both sexes.

## **Care planning**

### **21. Any criteria used for the admission of children to the home, including any policies and procedures for emergency admission**

Admission criteria is based on matching pupils referred as closely as possible to the particular described in section 8 above, to ensure the compatibility of the group as a whole and to ensure that the school's particular expertise is utilised appropriately to meet the needs of those most able to benefit. All referrals for admission are assessed by the senior team on the basis of detailed information provided by the referring authority and other agencies as appropriate. A visit to the school/ respite will be arranged for all prospective new pupils, prior to confirmation of the offer of an assessment. In some circumstances a home visit may also





be made. All offers of a place are subject to confirmation, in advance, of agreement to the appropriate levels of funding.

The School is unable to respond to requests for emergency admissions, although the above process will be followed as rapidly as possible in cases of urgency.

### **Criteria for Admission**

Aged 8-19 years (*see page 3*).

Male & Female.

Total of up to 55 places

For young people with severe learning difficulties and challenging behaviour.