

STATEMENT OF PURPOSE
AND FUNCTION

for



CHERRY TREES

Updated: March 2016

QUALITY AND PURPOSE OF CARE

1. Range of needs of the children:

Cherry Trees is a short break home for children who are disabled. The disabilities involve may be:

- Sensory impairment
- Learning disabilities
- Physical disabilities

If a child's needs can be met and there is space available, a placement will be offered.

Cherry Trees may only provide accommodation for up to 14 children.

2. Ethos:

We believe that every child is an individual with the right to enjoy a normal pattern of life within the community appropriate to his/her age.

Although we support individual learning programmes for each child and follow through all programmes that are being implemented at home or school, we do not provide a structured educational system, as we believe we are a home from home where children can relax and play in a safe, calm environment.

We advocate respect, dignity, freedom of choice and privacy for each child and believe in the principles of child first, special needs/disability second.

We believe in working closely with parents/carers and outside agencies to assist the children/young people during their stay at Cherry Trees. After each visit, notes are written and given to parents/carers to keep them fully informed what the child/young person does.

Key workers are encouraged to contact parents/carers regularly.

Cherry Trees aims to offer positive adult role models through the behaviour of members of staff to each other, to the children/young people and to relatives, friends and visitors.

- Aims

Our aim at Cherry Trees is to offer the opportunity to children with mental and physical disabilities, most of which are severe, to enhance their quality of life by providing a safe, home-like environment. It is also to ensure that all children are happy and contented and to this end, we believe there are certain basic values which contribute to the quality of life.

- **Privacy**

The right of every individual.

- **Dignity**

The right of every individual to be recognised and valued regardless of their disability and for their personal needs to be treated with respect.

- **Choice**

The right of every individual to be associated with entitlements of citizenship.

- **Fulfilment**

The right of every individual to realise personal aspirations and abilities in all aspects of daily life.

Cherry Trees advocates all of the above and believes in the principle of CHILD FIRST, DISABILITY SECOND.

For further details please see Cherry Trees mission statement, which is available from the office.

- **Objectives**

To work in partnership with young people, their family, social workers and outside agencies to provide a positive respite service.

- **Services**

The focus of the work performed at Cherry Trees will be on respite care ranging from placements of a few hours to seventeen days.

We are dependent upon working closely with children and young people, their family, social workers and other outside agencies. Cherry Trees will gather all relevant information in order to assist in the care and understanding of the children receiving respite care.

- **Preparation for Independence**

As far as permissible the children and young people will be encouraged to learn and develop independent skills. This would include being required to make decisions that directly affect them.

3. Description of home:

a) Accommodation with regards to the needs of the children:

Cherry Trees is a large detached property situated in East Clandon, Guildford, Surrey. East Clandon is a small village and is best approached by car. There is a bus route situated on the A246 close to East Clandon.

The nearest Doctors' Surgery is located at East Horsley, The Medical Centre.

A small park is situated very close to Cherry Trees. Cherry Trees has an adequate car park to accommodate visitors, Hatchlands, a national trust area is a small walk away that Cherry Trees has access to.

Cherry Trees has a spacious playroom, equipped with an activity area incorporating climbing and sensory apparatus and a small ball pond. There is also a recreation room upstairs and a den that contains a PC/DVD Player, pool table, football table, dressing table and a mini sensory room.

There is a large garden with outdoor play equipment suitable for all abilities and a smaller front garden with a 'Wendy House' in situ, together with a water play area. In the larger garden there is a roundabout especially designed for children who are in wheelchairs to enjoy, a swing with a large basket so that all children can participate in the activity of enjoying a swing. There is also adapted equipment for use e.g. tricycles.

Cherry Trees also benefits from a large conservatory and a further indoor area, known as the barn, which is adjacent to the garden. Incorporated in this building is a sensory room and art room.

Two mini-buses are available; both equipped to transport wheelchairs for outside visits.

Cherry Trees has four twin bedded rooms and six single rooms, all bedrooms downstairs have fixed ceiling hoists.

Cherry Trees has a large purpose built kitchen including a walk-in fridge that enables fresh food to be delivered at regular intervals during the week, reducing the amount of food that needs to be frozen. All meals are cooked on the premises and a variety of special diets can be catered for to meet the needs of the children. The children eat in a spacious dining room with another smaller dining room adjacent for those who wish to eat alone.

There is a large bathroom downstairs specifically designed to help assist both children and staff. There are two toilets on the ground floor. The bathroom is

equipped with a ceiling hoist to enable easy transference from wheelchair to bath/shower trolley.

There is a bathroom with a WC and a shower room on the first floor and a separate toilet.

Cherry Trees is furnished to a high standard and a 'home from home' environment is provided. The decorations are designed to be child-friendly.

b) Age range, number and sex of children:

Cherry Trees is registered with Ofsted to provide care for children and young people, with sensory impairment, physical and mental disabilities, from 0-18 years.

Cherry Trees also accommodates young people up to their 19th birthday or August 31st in the year they attain the age of 19, whichever is the greater. Four day care places are provided.

Cherry Trees provides accommodation for children and young people of both sexes. Children of the opposite sex do not share bedrooms.

A maximum of eighteen children may be on site at any one time and this would consist of a maximum of fourteen children for an overnight stay and four children for day care.

Providing it is ascertained that the needs of the child or young person can be met and a place is available, no child who is disabled will be refused.

The types of respite provided are:

- Tea visits of a duration of 2 or 3 hours e.g. 4pm–6pm or 4pm-7pm.
- Daycare – 10am – 6pm or 9am – 5pm (variable).
- Overnight midweek from school – 4pm-9am.
- 24 hours overnight – e.g. 4pm–4pm.
- Multiples of 24 hour overnights to a maximum of 17 days.

c) Type of accommodation:

The sleeping accommodation consists of four double bedrooms and six single bedrooms. On the application/health care form families are asked to state preference for single/shared accommodation. Great care is taken to ensure that there is a good social mix of children who stay at any one time and experience has shown that many children prefer to share a room. However, if this is not the case, the single rooms will be utilised and, providing there has been the necessary preparation, the double rooms can be used for single occupancy. All rooms are single sex occupancy only.

The children are supervised all of the time during their visits to Cherry Trees and whilst there is no restriction to the movements of the children within the confines of the house and garden, there are areas that are only available to the children under strict supervision. These areas may include the kitchen and upstairs. The

children are free to access these areas providing that there is adequate supervision and that the Health and Safety regulations are not compromised.

Some members of staff are accommodated in a separated building adjacent to Cherry Trees.

4. Location of children's home:

Cherry Trees is a large detached property situated in East Clandon, Guildford, Surrey. East Clandon is a small village and is best approached by car. There is a bus route situated on the A246 close to East Clandon. The nearest railways station is West Clandon being approximately 2 miles away. The heart of the village provides a church, public house and a village hall.

5. Cultural, linguistic and religious needs:

The application form is designed to provide staff with information about the religious and cultural needs of the child. From this the needs of the individual can be considered and met.

Staff have knowledge of Makaton and PECS to assist communication between themselves and the child. If the child is able to communicate orally, staff will listen and interpret what the child says. Social stories and picture boards will also be in use and used as necessary.

Certain times of the year are celebrated e.g. Eid, Christmas, Chinese New Year, etc. along with children's birthdays. These are occasions for everyone to celebrate, share and enjoy.

If a child/young person wishes to participate in any religious activities/observance arrangement within the house will be made e.g. a quiet place to pray or read.

Cherry Trees will promote tolerance and understanding of everyone's religious beliefs and will be sensitive to the needs of all.

Activities participated in at Cherry Trees will be multi-cultural and every effort will be made to incorporate all of the faiths at various times of the year.

When purchasing equipment e.g. books, dolls, thought will be given so that it represents our multi-cultural society and the various faiths within it.

6. Arrangements for dealing with complaints:

Due to the nature of the children who attend Cherry Trees any complaints will usually come through parents/carers. Staff will listen to the children and should any complaint be detected it will be taken seriously and dealt with quickly, in the following manner;

Step 1 - If you have a complaint it should be made verbally in the first instance to the Head of Care – Manager – Proprietor.

Step 2 - If the Head of Care – Manager – Proprietor fails to settle your complaints within a reasonable time, then your complaint should be put to the proprietor in writing, for Cherry Trees it will be the Chairman, Mr Mark Clement.

Step 3 - If your complaint is still not dealt with to your satisfaction, then a complaint about the management of the home can be made in writing to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
Fax: 0300 123 3159
Web: www.ofsted.gov.uk
E-mail: enquiries@ofsted.gov.uk

You may of course go straight to step 3 and contact Ofsted before following steps 1 and 2.

Step 4 - If you become dissatisfied with the way your complaint regarding the management of the home has been dealt with by the Ofsted, details of Surrey County Council Complaints can be obtained from:

Sandy Thomas
Commissioning and Developmental Manager
Children's Services
Fairmount House
Bull Hill
Leatherhead
Surrey KT22 7AH

This complaints procedure applies to the children and their relatives. Staff complaints procedures is written into their contracts.

7. Policies for Safeguarding Children, Prevent Bullying and Missing Child

(see appendix 1, 2 and 3)

VIEWS, WISHES AND FEELINGS

8. Cherry Trees' approach to consulting children about the quality of their care:

Many of the children that visit Cherry Trees will have communication and linguistic difficulties. Staff are given clear instructions of what a child may say and when necessary to bring to the attention to the manager, deputy and senior staff, anything that the child may say regarding their care. Children are encouraged to interact with staff in an open environment. For the children who have very limited linguistic skills, staff encourage them to communicate through PECS, Makaton and social stories.

Cherry Trees staff attend Social Service and Education Reviews where parents/carers can discuss the quality of care provided. Children may attend these reviews and give their views and opinions and if necessary, use an advocate.

Staff will also observe the children carefully, looking for both positive and negative indications of the behaviour of the child. Should anything of note be observed, the staff member will act upon it in person or communicate this to senior staff who will decide if further action is needed.

The parents/carers in most cases will act as an advocate for the child and through key working, parents coffee mornings, direct contact by phone, e-mail or text, communicate any concerns or appreciation to staff.

9. Cherry Trees policy with regard to anti-discrimination and children's rights:

- a) Cherry Trees is committed to pursuing a policy of equal opportunities for the users and staff, including new applicants and their families.

Cherry Trees will challenge all types of discrimination on whatever grounds. It is also recognised that everyone must be treated fairly including the respect for differences between people.

Cherry Trees recognises that all people are unique, can never be replaced and have a contribution to make the benefit of all.

Cherry Trees believes that all staff and children should take an interest in other nations, cultures, beliefs and religions and to appreciate others experiences and views.

Cherry Trees recognises that children are vulnerable due to their lack of experience and dependence upon adults, disabled children more so.

Cherry Trees, whenever possible will encourage young people and children to develop self-confidence and make their own discussions.

Cherry Trees will whenever possible consult with the users (and parents) on the running of the establishment in order to develop a sense of trust with adults and to nurture the belief that the children have rights too.

b) Children's Rights:

As far as possible, Cherry Trees will support the United Nation Convention on Rights of the Children. Special emphasis will be given to the following:
The children will be well cared for, listened to, able to voice opinions and views, given choice and privacy, protected from abuse and neglect, treated fairly, their needs will be met in full, they will be encouraged to be healthy and any actions taken will always be in their best interests and they will be treated as individuals.

The children will be treated equally regardless of race, colour gender, sex, language, religion or disability.

Cherry Trees will promote and support 'Every Child Matters'.

- Being healthy – enjoying good physical and mental health and living a healthy lifestyle.
- Staying Safe – being protected from harm and neglect and growing up able to be independent.
- Enjoying & Achieving – getting the most out of life and developing broad skills for adulthood.
- Making a Positive Contribution – to the community and society and not engaging in anti-social behaviour or offending behaviour.
- Economic Well-Being – Overcoming socio-economic disadvantages to achieve their full life potential.

The following address will be promoted:

Children's Rights Commission for England

Address: The Office of The Children's Commissioner
Sanctuary Buildings
20 Great Smith Street
London SW1P 3BT

Tel: 020 7783 8330

This organisation promotes/protects rights of children in England:

Ofsted

Address: Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

Fax: 0300 123 3159

Web: www.ofsted.gov.uk

EDUCATION

10. Support for special educational needs:

Cherry Trees is not an educational establishment, however staff will support children/young people with their academic studies e.g. assistance with homework, promoting independence, choice and life skills.

Cherry Trees will promote good working relationships with all schools where the children visiting Cherry Trees attend and providing reports and attending educational reviews and contributing information where necessary.

Staff will visit schools to provide further insight into how children's needs can be best met during their visits.

11. Dual registration of home and school:

Cherry Trees is not dually registered as a school. It is a respite home only.

12. Arrangements for schooling and educational needs:

All of the children who attend Cherry Trees attend their own schools as organised by parents/carers and social services. Cherry Trees will support the children in their learning.

ENJOYMENT AND ACTIVITIES

13. Enjoyment and Achievement

During visits to Cherry Trees, the children/young people will be given opportunities to participate in activities. The activities may include playing in the garden on specialist equipment, art activities, drama, dressing up, hair braiding, cooking, dancing and musical activities. It is recognised that play is an important part in a child's development also assisting with social and physical aspects. To these ends recreational activities will be encouraged. Outside entertainers may visit.

The activities will be based on a very flexible approach. The participants may decide if they wish to take part all of the time or part of the time.

Children's birthdays are celebrated as are other significant times of the year.

Children will be made aware of cultural issues and diversity.

Visitors to Cherry Trees may be taken off site using the two mini-buses available. Visits may include organised events operated by the Variety Club of Great Britain,

visits to local events e.g. fetes, to local amenities e.g. parks or cultural events e.g. religious events.

HEALTH

14. Health care and therapy:

Cherry Trees does not provide any clinical therapy for the children. Healthcare is carried out by the care assistants according to the care plan and information given on the application form.

Regular updates from care plan reviews will be monitored and the information shared. Parents/carers will be encouraged to provide new information regarding their children's change in circumstances e.g. alteration of medication, change in diet.

Cherry Trees will undergo a constant cleansing programme to prevent infection.

Children/young people visiting will be encouraged to gain a good night's rest.

Children/young people will be listened to. There is much to gain from listening whether it is listening to an ailment or an emotional problem causing concern.

Staff are fully aware of Child Protection issues.

Cherry Trees will endeavour to promote the health of children/young people both physically and mentally. It should be noted that when the children first arrive at Cherry trees that their individual health plan has already been completed by the professional involved e.g. hospitals, GP, community nurses, CAMS, etc.

High quality care will be provided at all times.

The children/young people will be encouraged to take an interest and as far as practical, be responsible for their own and others health.

Health issues of children/young people will be dealt with sensitively.

The menu planning will promote a healthy lifestyle meeting individual diets as required.

Fresh fruit is always available. Fresh vegetables are used daily. We are in the process of growing our own vegetables for consumption. This is an activity that the children are involved in.

Regular updates from care plan reviews will be monitored and the information shared. It is parents/carers responsibility to provide Cherry Trees with new information regarding their children's change in circumstances e.g. alteration of medication, change in diet.

Cherry Trees will undergo a constant cleansing programme to prevent infection. The premises are cleaned daily and all staff attend Infection Control courses.

Children/young people visiting will be encouraged to gain a good night's rest.

Children/young people will be listened to. There is much to gain from listening whether it is regarding an ailment or an emotional problem causing concern.

Staff are fully aware of Child Protection issues. All staff attend necessary courses in Child Protection, Infection Control, Kitchen Management and Food Hygiene. There are two qualified instructor of Manual Handling who complete manual handling assessments and train staff generically and on an individual basis. Risk Assessments and Care Plans are completed for every child which are held in their files.

Medication required by the children is administered by senior members of staff, following the Cherry Trees Administering of Medical Policy. (See Appendix 3.)

POSITIVE RELATIONSHIPS

15. Contact between children, family and friends:

Cherry Trees, being a short break home, encourages family members to make contact by phone, e-mail, text, etc. whenever they feel the need to. During longer visits family and designated friends are encouraged to contact Cherry Trees for information concerning the child. Most children, due to the short length of time they are at Cherry Trees, do not make contact with their family or friends. Key Workers may contact the family to ensure that the child's needs are being met and that the best possible service is being provided. Also to up-date parents.

Cherry Trees also holds regular coffee mornings for parents to attend where they can meet staff, other parents and view Cherry Trees. There are also occasions for celebrations, e.g. Christmas, Easter, birthdays and family days, where family, friends and siblings are welcome to attend.

PROTECTION OF CHILDREN

16. Surveillance and monitoring:

Cherry Trees has no sophisticated or mechanical forms of surveillance of the children whilst they are at Cherry Trees.

Baby monitors for sound are used.

17. Approach to use of restraint and training and assessment of restraint measures:

a) Restraint:

All staff are aware that they are role models for the children/young people they care for.

As professional carers staff recognise that the greatest resource they have in managing children/young people's behaviour will be in their relationships with them and in understanding their needs.

Staff are ready to correct or to challenge unacceptable behaviour and will strive to give children/young people the message that although they may disapprove of their

Inappropriate behaviour, the child/young person will continue to be valued and cared for.

Children/young people will be encouraged to behave through positive reinforcement.

The following sanctions are prohibited:

- Corporal punishment
- Deprivation of food and drink
- Requiring a child to wear distinctive or inappropriate clothing
- Use or withholding of medication or medical treatment
- Intimate physical searches
- Deprivation of sleep
- Use of accommodation to physically restrict liberty of any child.

Example of strategies used by staff may include:

- Expression of disapproval
- Making reparation for damage
- Apologising
- Verbal correction
- Cleaning up
- Sitting quietly

As short a time as possible is given for any of these strategies, as, if they are carried on for too long a period of time, they have diminished effect upon the child/young person concerned.

There is a physical restraint policy where children/young people will be prevented from causing extreme damage to property, damage to themselves and others, including members of staff.

Staff receive training in carrying out restraint safely.

Should restraint be necessary, it is clearly logged, including what led to the need for restraint and its outcome.

The notes sent home would record the incident.

b) Assessment and training:

Each member of staff receives training from a qualified trainer who teaches a recognised certificated course to the staff. Each member of staff's competence is

assessed during the course and the manager/senior member of staff observes the instructor during the training and refresher courses.

LEADERSHIP AND MANAGEMENT

18. Contact details:

a) Company details:

Cherry Trees
School Lane
East Clandon
Guildford
Surrey GU4 7RS

b) Chairman:

Mark Clement
Cherry Trees
School Lane
East Clandon
Guildford
Surrey GU4 7RS

c) Manager:

Peter Davey
Cherry Trees
School Lane
East Clandon
Guildford
Surrey GU4 7RS

19. Experience and qualifications of staff:

The Manager, Peter Davey, is a qualified teacher. He has worked up to the capacity of Head Teacher in a special school. He has experience of working with children and adults with disabilities and as a Superintendent in play schemes and adult education institutes.

Peter Davey (*Head of Care*) holds a BA (Honours), R.S.A. (N.V.Q) Level 4.

The experiences of the care staff vary from being relatively new to the industry, to staff who have worked in this field for many years and have a wealth of experience. All senior staff have several years' experience in a supervisory capacity.

Our Senior Carers hold the following qualifications:

P. Rankin (*Deputy Head*) - N.N.E.B / (N.V.Q) Level 5 – (In process)
T. Bennett - (N.V.Q) Level 3 Caring for Children and Young People
J. Webb - (N.V.Q) Level 4 Management / City and Guilds Care Management 325/2
A. Colucci-Jones - (N.V.Q) Level 3 Caring for Children and Young People

- A. Armstrong – BSc Biochemistry / (N.V.Q) Level 5 (In Process)
- E. Broatch - Bachelor of Science – Sociology / Diploma Level 3
- J. Henbery – Bachelor of Science – Psychology

Staff undergo a full induction programme. Following this the staff will be given the opportunity to study for a Diploma in Children and Young Persons Workforce. Throughout the year there are six training days which would include Health and Safety, Infection Control, Kitchen Management, Food Hygiene, Fire Training, First Aid, Challenging Behaviour.

Staff receive training for gastro feeding from a trained nurse, with regular updating.

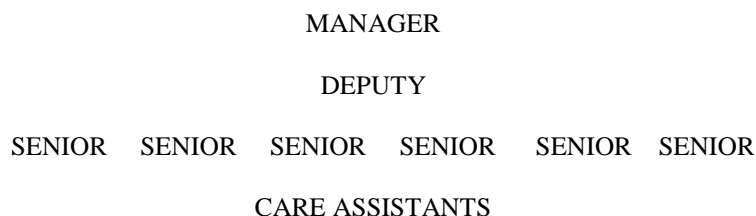
There are two trained manual handling instructors on the staff who operate generic courses and individually tailored programmes.

Staff receive regular individual supervision with senior member of staff.

The staff are also appraised yearly in order to identify any training/development needs.

All care staff have regular Disclosure and Barring Service (DBS) checks which are updated regularly.

20. Management and staffing structure:



The Trustees appoint the Manager. The Manager reports back to the Trustees on a regular basis.

21. Staff gender:

Approximately 25% of the care staff working at Cherry Trees are male. Wherever possible, males will deal with personal care for males and female for females, however, the right is reserved for flexibility in this matter.

This provides an acceptable ratio of male to female staff.

All staff are instructed to be positive role models for the children.

We have an Equal Opportunities Policy available for all staff to read.

All chores and activities are shared equally.

CARE PLANNING

22. Criteria of admission of children to the children's home:

Children who are admitted to Cherry Trees are either referred through Social Services or by parents/carers contacting Cherry Trees directly.

Cherry Trees accepts only planned admissions as this is most likely to ensure the safety of all the children/young people at Cherry Trees and is the most positive way in which to begin a placement. Emergency placements are available provided that the child is known to Cherry Trees and has been assessed and that a suitable space is available.

Initially any parent/carer requiring a child/young person to attend Cherry Trees will make an appointment to visit for an informal discussion and speak with the Head of Care. If mutually agreed, an application form will be given to the parent/carer to complete. No further action will be taken by Cherry Trees until the application form is returned. On receipt of the application form it will be scrutinised by senior staff to ensure that the child's needs can be met and preliminary visits will follow so that an assessment can be made.

The initial visit of the child/young person will be for approximately two or three hours (a tea visit). This is to ensure that the child feels comfortable in a new environment and gives time to the staff to assess the child.

There is no precise length of time for the child/young person to complete an induction period. Each child/young person is different and will be treated individually.

The length of time a child/young person will stay at Cherry Trees will be reviewed and altered according to how the child/young person's needs are being met.

A normal progression for the length of stay may be a tea visit (2/3 hours), a half day (4 hours) and full day care (8 hours) building up to overnight stays. Children/young people will not be admitted for respite care if it is considered, after assessment, that the needs of the child/young person would not be fully met by Cherry Trees or that an admission of that child/young person will be unsafe for him/her or other young people at the home.

Although Cherry Trees is a Surrey-based charity, applications from families outside the county will be considered.

