**Children’s Homes – The Full Package**

**80 Policies and Procedures in support of the Children’s Homes Regulations (England) 2015, + Additional Materials**

**Regulation 5 - Engaging with the wider system to ensure each child’s needs are met**

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| **Policy Title** |
| **Engagement with Others** |

**Regulation 6 - The quality and purpose of care standard**

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| **Policy Title** |
| **Quality and Purpose of Care****Diversity in Care****Privacy and Dignity** |

**Additional Materials**

**Location Assessment – A very comprehensive set of materials which will enable you to undertake a location assessment of the home, as required by Section 31 of the Children’s Homes Regulations 2001. The 35 pages include:**

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| 1. Introduction
 |
| 1. Information gathering
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| 1. Potential sources of information
 |
| 1. Suggested local services
 |
| 1. Suggested letters
 |
| 1. Risk assessment
 |
| 1. Basic information
 |
| 1. Crime statistics
 |
| 1. Key messages
 |
| 1. Assessment of risks
 |
| 1. Risk matrix
 |
| 1. Application of risk matrix
 |
| 1. Action plan
 |
| 1. Suitability of local services
 |
| 1. Environmental factors
 |
| 1. Consultation with children
 |
| 1. Analysis and conclusions
 |
| 1. Overall assessment
 |

**Statement of Purpose (Under Review)**

**Regulation 7 - The children’s views, wishes and feelings standard**

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| **Policy Title** |
| **Children’s Views, Wishes and Feelings****Complaints and Suggestions****Confidentiality and Consent to Sharing Information** |

**Additional Materials**

**Children’s Guide**

**Form – Complaints**

**Form – Room search record**

**Form – Consultation record**

**Form - Suggestions**

**Regulation 8 - The education standard**

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| **Policy Title** |
| **Education** |

**Regulation 9- The enjoyment and achievement standard**

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| **Policy Title** |
| **Enjoyment and Achievement** |

**Additional Materials**

**Computers and the Internet – Safety guidelines**

**Form – Days to Remember**

**Form – Leisure activities schedule**

**Sample IT acceptable use agreement**

**Regulation 10 - The health and well-being standard**

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| **Policy Title** |
| **Health and Wellbeing****Administration of Medicines****Medicine Administration Errors** |

**Regulation 11 - The positive relationships standard**

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| **Policy Title** |
| **Positive Relationships****Behaviour Management****Behaviour Management (Seriously challenging)****Contacts****Physical Restraint****Police Involvement in the Home** |

**Additional Materials**

**Form – Arrival and departure record**

**Behaviour charter**

**Contacts Plan**

**Contacts Form**

**Incident record – challenging behaviour**

**Physical restraint record**

**Form recording use of sanctions**

**Visitors record**

**Regulation 12 - The protection of children standard**

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| **Policy Title** |
| **Protection of Children****Child protection – Abuse****Child Protection – Anti - Radicalisation****Child protection – Bullying****Child protection – Safe/Positive touch****Child protection – Unauthorised Absence (Missing)****Child protection – Cyberbullying and Internet Grooming****Child protection – Money, shopping****Child protection – Self-Harm****Child protection - Whistleblowing** |

**Additional Materials**

**Self-harm incident report**

**Abuse/bullying record**

**Code of conduct – protection against cyberbullying and internet grooming**

**Common Internet acronyms**

**Employee discipline – allegations of abuse checklist**

**Internet glossary of terms**

**Incident record - absconding**

**Poster about cyberbullying**

**Unauthorised absence – risk assessment (post absconding)**

**Regulation 13 - The leadership and management standard**

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| **Policy Title** |
| **Leadership and Management****Absence****Accident Reporting****Additional Employment****Annual Leave****Business Continuity Planning****Capability****Children’s Individual Case Files****Child Mobility****Computers****Data Protection****Dealing with a Fall****Dignity at Work****Disclosure****Domestic Pets****Duty Manager****Education and Training****Employee Discipline****Employee Grievances****Employee Responsibilities****Environmental Policy****Equality****Fire Safety****First Aid at Work****Fixed Term Employees****Handling Disclosure Information****Health and Safety****Induction****Leave of Absence for Public Duties****Medical Appointments****Mobile Phones****Notification of Significant Events****People Moving and Handling****Prevention of Bribery****Probation****Recruitment** **Recruitment of Ex-Offenders****Sick Pay****Smoking****Social Media****Special Leave****Staff Supervision****Substance Abuse****Use of Email****Use of the Internet****Violence at Work****Working with Volunteers****Workplace Stress** |

**Additional Materials**

**Business Continuity – 7 Risk assessments associated with serious adverse events which could have a major impact in the provision of care – (Infectious disease, fire (2), Computer failure, Power failure, and failure of the water supply. Sample business continuity plan.**

**Business Plan – Model template with guidance notes on competing a business plan.**

**Environmental Policy – Feedback from staff and targets**

**Evacuation of the home -** A logical extension of the business continuity planning process is to not only consider the impact of the adverse event on the day-to-day operations of the Home, but to also consider the very real possibility that the Home may have to be evacuated. This needs very careful consideration as the evacuation may be for just a few minutes, a few hours, or a much longer term. Our comprehensive assessments for the possibility of both temporary and longer term evacuations cover 6 areas of concern –

1. Activation of the Plan ( For example, who takes control, How are the staff informed etc.)
2. [Getting Residents out](http://www.myhrshop.co.uk/CHH71.pdf) of the building (resources needed, location of mobility equipment, staff training and drills etc.)
3. Ensuring that Residents leave the building with minimum personal needs satisfied (Medical records, medicines etc.)
4. Accommodation and Transport (The Residents will go where? How will they get there?)
5. Communication (Contacting family, registration bodies etc.)
6. Re-entry to the Home.

Each area of concern has its own pro-forma, posing important questions and seeking answers which will form the basis of your contingency arrangements and planning.

**Health and Safety**

An extremely comprehensive set of Health and Safety materials, including:

1. Summaries of the main pieces of legislation;
2. Incident form;
3. COSHH risk assessment;
4. Fire safety risk assessment and procedures;
5. First aid risk assessment;
6. Food safety information;
7. Health and safety inspection report.

**Self – Assessment and Development Programme**

Programme for the self-assessment of the homes strengths and weaknesses with model development plan, based upon the five key outcomes from “Every Child Matters”.

**Human Resources**

**Appraisal Programmes** – (2). The first is a standard programme, with self-appraisal and supervisor appraisal forms. The second is a 360 degree programme, seeking input from others associated with the employee’s work. Complete with Employee and Supervisor guides.

**Employee Attitude Survey** – Model programme for establishing employee’s views on working in the home.

**Employee Guide** – Employee’s guide to the main policies of the home, working practices etc.

**HR Forms and Letters** – A truly comprehensive collection of forms and letters to ease the burden of personnel administration within the home.

**Job Descriptions** – a collection of 7 Job Descriptions, including the Manager of the Home, Residential child care officer etc.

**Guide to the recruitment process** – How to go about recruitment professionally and successfully.

**Staff handbook** – This is a comprehensive handbook of employment policy for the home.

**Monitoring of the home** – Model forms for monitoring the home and reporting to Ofsted

**Regulation 14 - The care planning standard**

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| **Policy Title** |
| **Care Planning****Admission****Leaving Care****Support to Individual Children** |

**Additional Materials**

**Assessment –** a comprehensive set of materials taking you through a measured approach to assessment of the child’s needs, the risks present and subsequently the creation of a child-focused placement plan.

**Model Placement Plan and Review form.**