



SUPPORTED LIVING SERVICES

Statement of Purpose

Age Range: 18 plus years
Occupancy: 5 (five) young people
Gender: MALE & Female



THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGE FONT AND IN MAKATON LANGUAGE, ALSO TRANSLATED INTO OTHER LANGUAGES ON REQUEST

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INTRODUCTION

Prosperity Housing Group is a “step down” for four young people aged between 18 plus years of age, who are supported by the NHS CCG and or in partnership with the Local Authority and are preparing to live independently whilst managing an eating disorder. Prosperity Housing Group offers a sensitive environment that enables the young person to re-address issues pertinent to their specific needs and focuses on recovery. This may then help them live appropriately in the community. Prosperity Housing Group accepts young people from all diverse religious, cultural, ethnic and sexuality backgrounds.

The purpose of Prosperity Housing Group is to focus on the needs of each individual. We work in partnership with other organisations ensuring that the well-being of the young person is paramount. Primarily Prosperity Housing Group offers a holistic approach to eating disorders support in an effort to redress the imbalance that some who have young people who have eating disorders may face due to discrimination and at times added to this, racism and negative stereotyping of sexuality, which is unfortunately a reality for many young people today.

Prosperity Housing Group works with young people that are working towards independence; they may have an eating disorder coupled with self-harming behaviours and other behavioural and emotional difficulties. Prosperity Housing Group offers a culturally sensitive environment that enables the young person to re-address issues pertinent to their specific needs as reflected in their individual Care Plans / Placement Plans.

Prosperity Housing Group works in partnership with NHS CCG, Social Workers, families, health and education workers to assist the young people placed in our care to reach their full potential. Some young people, who have struggled with eating disorders, are often compounded with low self-esteem. We build on young people's self-esteem through positive reinforcement. Young people are helped to develop their social skills through the group living experience as well as involvement in community activities whilst encouraging them to feel part of the group and able to own as we promote their recovery.

Prosperity Housing Group also offers semi-independent training and works with the young people on cultural and identity issues. This is achieved through group and individual discussions, sharing experiences, helping the young people to respect others and accepting the



responsibilities for their actions and providing therapeutic support. The staff will ensure that the young people are made aware that they are cared for and valued through boundaries set within their safety and their presenting behaviours and the staff make it their mission to persevere in trying to help them.

The young people stay at Prosperity Housing Group until they are ready to live independently and care for themselves appropriately. Prosperity Housing Group is a large family style house situated close to bus and local train routes, schools, local shops and a local shopping centre is only a few minutes away.

The house is decorated, well equipped and the resources are continually reviewed and expanded to maintain a high standard. Each young persons' room is thoughtfully decorated and furnished and this includes a wardrobe, chest of draws and single bed and an easy chair.

There is a fully equipped kitchen; each cupboard is fitted with a lock for personal safe-keeping of goods. There is a dining table providing a comfortable environment for that important interaction around mealtimes. We have a main lounge for relaxing and watching TV/DVDs/ Videos. The Staff have a separate office to enable them to provide a homely environment for young people.

Prosperity Housing Group also recognises that any home with young people can lead to bullying, isolation and compound issues of low self-esteem. It is therefore important that the organisation's referral procedure is used, and a risk assessment carried out as soon as possible so that an appropriate care package is used. These targets achievements for the young person with the sole aim to correct recognised and identified anti-social behaviours, thus enabling the young person(s) at Prosperity Housing Group to develop the necessary skills to live independently when the time comes for them to leave the care system.

We hope that all young people that come to live at Prosperity Housing Group and share their home with other young people and staff find it a positive, safe and rewarding period in their lives.

SERVICES OFFERED:

Prosperity Housing Group is specifically for young people, where the following services are offered:

All staff are either trained or achieving recognised national training awards in Health and Social Care and we aim to

- To listen to the young people and develop an understanding of individual need.
- To help the young people to build and maintain positive relationships with members of staff.
- To provide continuity, stability, and consistency of support and relationships.
- To provide high-quality, 24-hour, support and supervision in a safe and supportive home-like environment.
- To provide accommodation in a house maintained and furnished to high standards.
- To reduce emotional and psychological distress and Intervention support for those with eating disorders/self-harming and challenging behaviours
- To minimise risk of harm to the young people and to others through effective risk assessment and risk management.
- To provide positive and rewarding daily life experiences, with opportunities to have fun and enjoy life.
- Where appropriate, to re-build and maintain relationships with family members.
- To develop age-appropriate independent-living and self care skills, including money management, shopping, cooking, use of public transport, and community living and social skills.
- To encourage and enable young people to find and use relevant educational and vocational training opportunities.



- To offer and arrange, as appropriate, individual therapeutic work to address identified psychological and family relationship difficulties, mental health difficulties, and to improve personal and social functioning.
- To work together with the young people in partnership with their parents or carers, the placing authority, and any other significant person in their lives. This includes promoting and facilitating contact between young people, parents, carers, siblings and any other significant person.
- Direct access to translation services for those needing support with English language
- Providing regular monitoring and evaluatory reports against the targets and outcomes set.
- Key work sessions / one to one discussion's readily linked back to care planning targets and outcomes
- Semi-independence Training
- Personal and social development: Through which young people develop social and emotional capabilities, including determination, self-control, persistence and self-motivation.
- Social and emotional capabilities: Soft skills or non-cognitive skills, communication, creativity, confidence managing feelings, problem solving, leadership skills, resilience, self esteem
- Developing social, communication, and team working skills; the ability to learn from experience, control behaviours, and make good choices; and the self-esteem, resilience, and motivation to persist towards goals and overcome setbacks.
- Educational development and achievement/ Career success : Participation in training, literacy and numeracy, language participating in community courses, and activities, taking advice on services to improve education. Budgeting and tenancy support.
- Being Healthy; Psycho-education such as CBT, DBT and dietetic education, meal planning and preparation, self regulating and behavioural skills, change thought patterns

- Positive relationships: Those which can also be measured and valued by other people, accessing public services, local communities, and family networks. having positive relationships, involvement in meaningful, enjoyable activities.

Benefits to the community

As a result of all the above to build self-esteem, confidence, self-management, and interpersonal skills, thereby enabling progress into semi-independent or independent living, or into other forms of community provision for young people.

- Less use of health services
- Reduction in self harming behaviour
- Contributing to the economy
- Less dependent on benefits
- Reduction of criminal justice intervention

ORGANISATIONAL AIMS AND OBJECTIVES:

Clear Governance Strategy and Structures:

The Company Strategies for the delivery of care services are monitored at least quarterly and they are reviewed annually.

Service User and Carer involvement

Matching:

Staff working closely, with the young people, are appropriately, matched to maximise the quality, continuity and purposefulness of contact time. Key workers will be allocated to each young person accordingly.

Purposeful activities:

A structured day ensuring that the young person attends all appointments, and that they participate in independent living skills, life skills and social skills

Progression and development system:



The development strategies give individuals clear boundaries and the opportunity to fulfil their maximum potential. Changing behaviour is accomplished in a firm but nurturing way.

- **Thorough Care planning assessments:**

A highly detailed care planning system is operated based on a thorough pre placement assessment. As much information as possible about the young person is gathered to ensure we understand why the placement is being proposed, what the care needs are likely to be, and the likely areas of challenge and work for staff. In this way, we can develop with the young person agreed targets and be more specific about the outcomes we want to see for them.

- **Regular updates:**

We provide the placing authority with interim and full assessments of the progress being made based on the information gathered from the professional services provided throughout the young person's stay.

- **Environment and Facilities:**

Our premises are well designed and maintained. An audit of all our properties are carried out monthly and unforeseen damages repaired swiftly.

Facilities provided for the delivery of good care in a working environment enable the safety for both staff and service users.

ORGANISATIONAL CULTURE:

There will be an open, blame -free culture for reporting incidents.

Staff will operate an open-door policy so that the young people feel free to talk to staff about any concerns.

Prosperity Housing Group promotes a learning culture.

We shall also include a board from the professional sector which includes a doctor, a dietician and social worker.

STAFFING AND RECRUITMENT:

There are sufficient numbers of skilled staff that meet the needs of service users.

The staff works effectively as multi-disciplinary teams.

There is sufficient flexibility in staffing numbers to accommodate the services' changing needs.

Recruitment practice strives to maintain the full staffing complement.

We have a clear management structure that will work effectively to support services.

Throughout the year, Prosperity Housing Group will have placement training social workers working amongst us to provide a better service.

PROSPERITY HOUSING GROUP LTD AIMS & OBJECTIVES:

Great care taken to assess referrals in particular, any emergency referrals; to ensure the correct balance/matching within the existing group of residents is maintained. Prosperity Housing Group operates and is geared towards working with the young person(s) using the organisations, assessment, care planning and review system to highlight the areas for working with the young person and specifically the key targets or priorities.

- Supporting the young person(s) in relation to acquiring academic qualifications at school / college that would enable him/her to continue his/her education or undertake a career of his/her choice.
- Assisting the young person(s), to maintain and establish positive relationships with his/her family.
- Educating the young person(s) on matters concerning, health awareness.
- Empowering the young person(s), to participate in group programmes at Prosperity Housing Group, in order to enhance his/her self-esteem and social skills.
- Working in partnership with Placing Authorities and significant others to develop programmes / plans with the young person(s).
- Supporting and assist the young person(s) in developing skills and knowledge in preparation for leaving the care system.



PHILOSOPHY OF CARE:

It is a belief of the organisation and staff working at Prosperity Housing Group that change is always possible, and that behaviour is within the control of the individual. Each individual makes choices although not always with conscious awareness of themselves or of others. Any change in behaviour, thinking or feeling becomes the basis for wider changes to follow.

All young people are therefore valued and are of value and are not written off or labelled because of their behaviour. We value diversity and seek to enlighten those we work with to see this value also. It is essential that the environment we create is a safe environment that promotes change and that part of this is physical safety - so we are not tolerant of dangerous or threatening behaviour. It is confronted and worked on and we expect the full support of referring agencies in this.

There is a strong philosophy at Prosperity Housing Group that the role models provided by the adults and the messages that can be taken from this are vital in helping young people to understand about the positive diversity in people. From this, young people can begin to recognize strengths, interests and characteristics within themselves.

We recognize that all young people are individuals, and that different approaches and models will be suitable or appropriate for each young people. This may be due to their emotional state, level of understanding, chronological age or even an approach that captures their imagination helping them to engage. We also understand that approaches may need to change over time as each young person grows and develops (both physically and emotionally).

The staff of Prosperity Housing Group will work towards positively developing individual qualities, which will give young people an opportunity for personal growth and development.

Prosperity Housing Group is a safe and supportive environment, which will bring stabilisation and perhaps permanency into the lives of young people who are placed with us. Thus, allowing them to address the realities in their lives while growing to be independent, respected and positive adults.

Prosperity Housing Group 'Principles of Good Young people Care' is based upon the key principles of privacy, dignity, self-fulfilment, independence, choice and rights. This is an integral of our working practises. Prosperity Housing Group does not use any mechanical or

electronic devices to monitor the young people neither within nor directly outside of Prosperity Housing Group, unless the courts direct this.

THE KEY WORKER:

The key worker has a particular role to present the organisation and Prosperity Housing Group ethos, to the young person, to advocate on behalf of the young person, to assist in the detail of carrying out their care plan and to build a relationship through intensive interaction with the young person.

The key worker has an important role as the focus of information being shared with the outside agencies and individuals concerned with the young person. They have a good understanding of the complexities of having an eating disorder. They, are responsible for ensuring the young person is able to identify what health checks need to be carried out and when. Directions to places of religious worship are given and any observances are facilitated, and education requirements are met.

They will also assist, where appropriate, in obtaining resources for the young person to support their care plan.

The key worker prepares reports at the agreed level of frequency and attends all meetings pertinent to the young person. All key workers have a responsibility to keep the whole team fully up to speed in order to support them in the detailed work required with young people.

THE TEAM APPROACH:

It is recognised that it is vitally important that the team functions well together. That challenging behaviour is too much for individuals to bear solely and that it is only through the staff group operating as an effective team that they can withstand the 'acting out' of the young people.

The team holds regular meetings. This provides a powerful forum to provide feedback and discuss strategies linked with care planning, reviews and general updates.

The concept of a team incorporates those professionals, family members, carers and others that are involved in caring for the young person - which in turn increases the strength which can be found to work with difficult and challenging young people.

REFERRALS, ADMISSIONS & DISCHARGES:



All enquiries about the service in general can be made to our offices where information can be sent and discussions held with the manager. We would usually like the young person to visit or be visited to begin our own assessment and to talk through with them their hopes and fears about the prospective placement. We would also hope that Social workers visit the house and local area prior to admission.

All admissions will comply with the NHS CCG/Local Authority referral pathway and we will encourage all professionals to be attendant for planning meetings to be held within one week of admission. The appropriate referral forms will be expected to accompany the young person on admission so that key information is available and appropriately recorded

Prosperity Housing Group has been designed as a home but that provides the space to grow into an independent valued adult. The staff team provide 24-hour cover, for the young people at Prosperity Housing Group in a secure, safe and well-maintained environment.

On admission the young person will review with their key worker the plans for their placement and expectations of them at the unit. The key worker should already have had contact with the young person and will have explained the purpose of the unit.

All efforts will be made to make admissions to Prosperity Housing Group as planned as possible. It is particularly important that the agencies work together to remain 'young people centred' in planning admissions; however, we do in some situations consider emergency admissions. Great care is taken to assess any emergency referral to ensure the balance within the existing group of residents is maintained.

A Care / Placement planning meeting should be arranged before or soon after the placement begins (within 72 hours) to ensure that a comprehensive care package is in place at the start of the placement. In cases where key information is not available at the time of referral then a decision will be made to delay the admission.

Emergency placements are those, which are arranged at short notice giving less than forty-eight (48) hours notice. Prosperity Housing Group should receive a brief synopsis of the young persons' behaviour and placement history; this should be accompanied by a recent report either from the Social Worker or the last placement. The Social Worker making the referral must also provide Prosperity Housing Group with the referral. These forms should be

received on the day of the placement or within forty-eight (24- 48) hours of the placement being made.

DISCHARGES:

The plan for moving on needs to be clear from soon after admission in terms of time scales even though this may be some time away, the young person has a clear sense of planning for their future and has shown sufficient signs of recovery.

The young person will be able to review with the staff and their key worker the progress they have made and the steps they need to take to build on this success. This will mostly appear in the care planning system.

INFORMATION ON PROPRIETOR AND PERSON IN CHARGE:

Proprietor: Petra Foster

Location:

Directors: Petra Foster

Manager:

Each young person will have a key worker who will be available to them throughout the day, and a manager will be on call during the night.

There is normally two staff on duty throughout the day. The night is covered by an on-call manager and the young people have the number available to them Twenty-four (24) hours a day there is a Manager on-call to offer the staff support and advice as and when the need arises.

All staff will undergo checking and clearance with the Disclosure and Barring Service (DBS) with the appropriate references taken up before they are offered employment. Prosperity Housing Group induction training begins before the applicant is placed at Prosperity Housing Group to ensure that they have sufficient skills and knowledge to carry out their duties within Prosperity Housing Group.



The staffing team offer a mixture of male and females who have skills to cater for the complex needs of the young people. All staff will have gone through an induction process; there is also further training carried out regularly to enhance the skills and knowledge of the staff to ensure that they are equipped to work with young people who may have complex needs.

The staffing team ensures that majority of the cultural, religious and linguistic backgrounds of the young people are catered for. The staff work towards empowering the young people so that they will be able to live within the community with a sense of pride, sense of belonging and social responsibility.

All new staff will receive supervision every two (2) weeks for the first six (6) months of their employment from their Line Manager or other designated person. Thereafter supervision will be held at least once a month; records of these meetings will be kept detailing agreed action and timescales. This should be in accordance with Prosperity Housing Group supervision policy.

All staff will be appraised within the first six (6) months of their employment and annually thereafter. This is to assess with the member of staff their development during their probationary period and then each year thereafter. This will also identify how Prosperity Housing Group can support the staff member reaching their full potential. This will also be reviewed during supervision.

Prosperity Housing Group supports further training and development of each individual care staff, and a number of staff will undertake the NVQ Level 3 in Care. In addition to staff undertaking nationally recognised / professional qualifications in young people care a rolling training programme is offered to all staff covering young people care practices in line with legislative and health & safety guidelines. It is essential for staff attend training as each session is geared towards ensuring that staff are able to add value to the quality service provided for the young people. All staff will receive training in Eating Disorders Awareness, Equality and Diversity, Self-Harm Awareness, Sexual Exploitation, Mental Health Awareness, Emergency at Work First Aid, Notification of Incidents, Health Promotion and Hygiene (including Food Hygiene), Medication Handling, Suicide Awareness and Prevention and Fire Safety.

All staff are trained via the in-house training programme which cover all aspects of 'Good Young people Care Practice' in relation to Residential Care, Working with Young People who

display Challenging Behaviour, The Young people At 1989 and the Care Standards Act 2000, this in turn enhances the staffs overall development and career potential.

Prosperity Housing Group ensure that Young people's residential care workers appointed all hold the Level 3 qualification or are undertaking the qualification.

HEALTH PROMOTION:

Each young person placed at Prosperity Housing Group will be encouraged to register with all health services. This will be part of their living skills programme.

Health promotion is also undertaken by our care staff that endeavour to develop and enhance the individual young person's awareness of the different health care aspects ensuring that they have a better understanding of issues relating to health care promotion. This is achieved through individual and group discussions such as key work sessions, one to one discussions, residents meetings and through inviting local and national specialist agencies to Prosperity Housing Group to discuss specific social and health related issues with the residents and staff both individually and as a whole group. If it has been recognised that a young person has issues that could affect their health development then individual referrals can be made to specialist agencies so that assessments and packages can be put in place that would support the young person to overcome their presenting problem and / or dependency. This will be done in partnership with their social worker

SMOKING:

At Prosperity Housing Group we operate a non-smoking policy for staff and young people. Smoking is recognised as harmful behaviour. Support and encouragement are given to assist in helping the young persons give up smoking.

SAFEGUARDING:

Prosperity Housing Group recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigation are thorough.

Prosperity Housing Group recognises that the Young people Act 1989 states that the welfare of the young people/young person is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career.

Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.



Receiving an allegation

A member of staff who receives an allegation about another member of staff should follow the guidelines for dealing with disclosure.

The allegation should be reported immediately to the Director, unless the Director is the person against whom the allegation is made, in which case the report should be made to the Nominated Officer. The Director (or Nominated Officer if the allegation is against the Director) should:

- a) Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Director (or Nominated Officer);

and

- b) Record information about times, dates, locations and names of potential witnesses. Initial assessment by the Director (or Nominated Officer)

The Director (or Nominated Officer) should make an initial assessment of the allegation, consulting with the relevant local social services department or agency as determined by local arrangements as appropriate.

Where the allegation is considered to be either a potential criminal act or indicates that the young person has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the relevant Safeguarding Board.

It is important that the Director (or Nominated Officer) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

The procedure in the event of any allegation of abuse or neglect:

- (a) Prosperity Housing Group will liaise and co-operate with any local authority which is, or may be, making young people protection enquiries in relation to any young people placed with Prosperity Housing Group

(b) Prosperity Housing Group will make prompt referral to the area authority of any allegation of abuse or neglect affecting any young people placed with Prosperity Housing Group

(c) Prosperity Housing Group will notify of the instigation and outcome of any young people protection enquiries involving a young people placed with Prosperity Housing Group.

(d) Prosperity Housing Group will keep written records of any allegation of abuse or neglect, and of the action taken in response,

(e) Prosperity Housing Group will consider the measures which may be necessary to protect young people placed within care homes following an allegation of abuse or neglect.

ANTI-BULLYING:

Prosperity Housing Group has an Anti-Bullying policy, which should be read in conjunction with the Safeguarding Policy.

The staff at Prosperity Housing Group are aware that bullying can take place when young people live in a group setting. The forms of bullying that can take place are verbal teasing, physical threats or attacks, theft or destruction of property, isolation and racism. The effects of bullying on young people can cause emotional difficulties and relationship problems and can lead to self-harm and actual suicide. Staff will be supportive and vigilant about vulnerable young peoples need to be protected, should the problem of bullying arise. The staff will discuss in an open and frank manner the issues of bullying with the young people.

Prosperity Housing Group will not tolerate bullying, and when staff are aware of this happening, the young person is given support and his/her wishes taken into consideration. The Social Worker of the victim and the perpetrator (if applicable) will be contacted and a meeting would be arranged to discuss a way forward

It is made clear to the young people placed at Prosperity Housing Group that in the event of being bullied, they should tell someone. This could be one of their peers, carers, Social Worker, or anyone they are comfortable with. The disclosure will be dealt with sensitively and swiftly. Prosperity Housing Group also recognises that in some instances ‘the victim’ often fears reprisals if they openly disclose to anyone that they are being bullied. Therefore, the staff at Prosperity Housing Group will receive training on how to identify behaviour, triggers and signs that could indicate that a young person is being bullied or that someone is bullying at Prosperity Housing Group.

In certain situations, Prosperity Housing Group reserves the right to immediately end placements of (the perpetrator) the young person(s) when it has been disclosed that they are causing harm to or intimidating any other young person placed in Prosperity Housing Group. The Anti-Bullying and Cyber bullying policy is available on request.



FIRE AND EMERGENCY PROCEDURE:

All precautions are taken to ensure young people placed at Prosperity Housing Group are aware of the dangers of fire. Smoke Detectors are fitted throughout the house and there are fire extinguishers available. Should any faults be discovered then they would be dealt with immediately. Prosperity Housing Group has one named officer, the Manager, but every member of staff is trained in carrying out the necessary checks and dealing with any potential problem.

The fire alarm system, smoke detectors and fire extinguishers are checked weekly and every month a fire drill is held. A qualified electrician for any faults checks the system annually.

All young people are made aware of the procedure in case there is a fire and instructions are displayed throughout the house. These instructions include identifying the designated escape routes. Emergency fire procedures are reminded on a regular basis at the young person's meetings, especially after an admission.

EMERGENCY PROCEDURES:

If the building became unusable due to physical damage the young people and staff would in the first instance.

Inform the on-call Manager

Make an assessment of the damage

If there is no possibility of returning to the building, we would make arrangements for the young people and staff on duty to stay in a hotel from our list of emergency planning hotels

We would inform all the necessary people of the where the young people are staying, and the actions taken to prevent/minimise any disruption to their lives.

Once the building has been made safe and had the necessary checks have been made young people and staff would return to the house

On admission to Prosperity Housing Group each young person is shown around the unit, the location of the fire panel and where the fire call points are situated. They are also made

aware of Prosperity Housing Group' Fire Evacuation Procedures; this also applies to new members of staff.

FIRE ACTION PLAN

If you discover a FIRE or one is reported to you, raise the alarm by location the nearest alarm point and breaking the glass.

On the alarm being raised

1. Leave the building by the nearest exit either to a place of safety which is back garden or the assembly point at - HOME
2. Call fire brigade by telephone
 - a. Dial 999
 - b. Give operator the telephone number and ask for FIRE
 - c. When fire brigade replies give the message distinctly

Fire at

Do not replace the receiver until fire brigade has repeated the address.

3. Call the roll at the assembly point and also check for persons at the place of safety, the back garden and report missing persons to the fire warden or the fire brigade officer/controller.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

RELIGIOUS OBSERVATIONS:

Religion is very important to Prosperity Housing Group, and it is part of the admission process to have as much information about the young person being placed in our home including religion, culture and first language.

Each young person is also encouraged to regularly visit their designated place of worship locally and if need be a member of staff would escort the young person(s) to facilitate this. As part of each young person's development it is also part of Prosperity Housing Group' criteria to discuss difference both individually and collectively with the group (at house



meetings). This enables the young people placed to identify with and respect cultural and racial differences of others within a safe environment.

CONTACT:

Contact between young people and significant people in their lives is always encouraged and there is space within the unit to allow this to take place with an appropriate degree of privacy. To ensure that young people have realistic and safe expectations about contact, we will expect to discuss this in detail at the time of admission and agree arrangements for contact that can then be regularly reviewed.

No visits will take place during meal times to avoid the young person becoming distracted from the daily food intake.

Young people are encouraged to make friends and to bring those friends to the unit; they will take responsibility for their visitors and not allow them to invade other residents' space.

All visitors to Prosperity Housing Group are asked to identify themselves to staff before entering and staff will always take steps to verify visitors' identity if in doubt. All visitors are required to sign the visitors' book on arrival and departure.

CARE AND CONTROL:

Great care is taken to ensure that young people are helped to maintain a positive and calm environment. There is an emphasis on the young person reflecting on the consequences of their actions.

Prosperity Housing Group Policies and Procedures manual sets out clear guidelines regarding the care and control of young people in our homes, based on the requirements of the Department of Health guidance.

Within Prosperity Housing Group we aim to control young people through building relationships with them based on trust, created by consistent practice, mutual respect and understanding. We understand that on occasions young people will test the boundaries set by staff and that there will be times when control moves outside the relationship and appropriate reflections may be required to correct behaviour.

CURFEWS

All young people are expected to notify staff if they plan to stay away from Prosperity Housing Group for any period of time, this will be agreed with the social worker.

The registered person may call for a placing authority to review a young people's care plan where the young people has been persistently absent from Prosperity Housing Group, or if they consider them to be at risk of harm. Most police forces will have a missing person's coordinator, or someone performing that role, whom may be prepared to advise homes on their "missing young people policy"

REPRESENTATION AND COMPLAINTS:

On admission into the unit, each young person is given a copy of the "Young Person's Handbook" which has details of the "Young Person's Complaints Procedure" as well as other useful information relating to Prosperity Housing Group. The "Handbook" will be discussed fully with the young person to ensure that they have a full understanding of the house rules and their rights to complain.

All young people placed at Prosperity Housing Group are encouraged to attend and take part in regular house meetings. The intention of these meetings is to discuss problems that may arise in managing the building, the food and to resolve any issues arising from the meetings. This also gives the young people the opportunity to express their views and is an important way of consulting with the young people and including them in the decision-making process. These meetings are fully recorded so everyone can see what has been discussed / agreed and to ensure that decisions are acted upon.

If a young person has any concerns / complaints about another young person, Prosperity Housing Group and / or the staff working at Prosperity Housing Group they are encouraged to voice their opinions individually at key work sessions, one-to-one discussions and or collectively during house meetings. Young people are encouraged to complete a complaints form if they want to make any complaint. All complaints are treated seriously and sensitively in line with the young people protection procedure.

The young people also have access to information on how to contact the National Youth Advocacy on Free phone: 0800 61 61 01

EDUCATION AND TRAINING:



Whilst not compulsory, at Prosperity Housing Group we encourage young people to attend education if they are not in any gainful employment. Colleges and / or careers advice centres in the area will be contacted soon after the placement begins at Prosperity Housing Group, and an appointment would be made for the young person to attend a local college or training centre if their recovery facilitates this.

In circumstances where a young person is attending mainstream school at the time of admission, we make every effort to support them in maintaining their attendance, including provision of staff time to accompany them and collect them on a daily basis.

Where appropriate, young people over eighteen (18) years of age will be encouraged to actively be seeking employment or further education if they are not in full-time education. The Care Manager, the allocated key-worker, allocated outreach worker will support this.

Staff support will also be offered at all interviews with the young person to give support in helping in their interviewing skills and other areas.

For those young people who do not have English as their first spoken language a programme can be devised that teaches the young person(s) key phrases, pronunciation which should enhance their understanding of the English language.

Part of the ethos of Prosperity Housing Group is that young people placed can actively enjoy some form of education or vocational training in order to prepare them for independent living. This is applicable only where their recovery is able to facilitate it. In vocational training Prosperity Housing Group provided customer service, business admin, retail, health & social care and functional skills in Maths and English.

Aims of Top-Up Education:

- To provide each young person with a solid grounding in basic skills.
- To develop the young person's understanding of themselves and their surroundings.
- To stimulate the creative potential and enhance the cultural awareness of every participating young person.
- To extend the young person's general knowledge and practical abilities.
- To develop a sense of community, belonging and caring between and to each young person that we accommodate.

SEMI-INDEPENDENCE TRAINING:

Aims of Semi-Independence Training:

To provide a safe environment for the young people to learn and enhance their skills and knowledge in preparation for them to live independently.

To develop the young person's awareness about Government systems and community services, so that they can represent themselves as and when necessary.

To ensure the young person recognises and develops their social skills to enable them to integrate into communities and society as a whole.

To enhance/develop the young person's interpersonal skills so that they can make and sustain friendships.

To enable the young person to acquire knowledge and skills in household maintenance and money management.

To ensure the young person develops the necessary competencies with regards to employment and further education.

The aim of the semi independence programme is to ensure that, as far as possible young people are prepared for independence so that when they leave residential establishments' they are ready to take their place in the community with a sense of pride and strength. The young people would then be equipped with the necessary skills and knowledge to develop, socially and emotionally thus making sure that they have a smooth transition to live independently.

REVIEWS / RISK ASSESSMENTS / PLACEMENT PLANS:

Reviews will be held in line with the looked after procedures and it is our expectation that an initial review will take place within one week of the young person being admitted to Prosperity Housing Group to assess and plan practically and effectively for the success of the placement. In the case of emergency admission, a planning meeting will be arranged within 72 hours of the young person arriving. Following this a further review will be held at four weeks, with regular reviews at appropriate intervals throughout the young person's stay.

The allocated key worker will attend all reviews and planning meetings held at the unit and elsewhere. The key worker will prepare detailed reports for these meetings in consultation with the staff team, the young person and other relevant people concerned with the young person's case

Young people will be encouraged to attend any meetings about themselves and care will be taken to ensure that their views are taken into consideration at all times. Where young people do not feel able to physically attend, staff will try to find some other way for the young person's views to be expressed.



Where it is the case that English is not the first language of the young person, then reports and minutes of meetings will be translated into appropriate language so that they are accessible, and interpreters will be requested.

The young person and where applicable family or persons with parental responsibility and other agencies should be invited to the planning and review meetings. The Care Plan / Placement Plan should be discussed and if needed modified. Future plans should be made clear to all present with the needs and wishes of the young person being taken into account.

A risk assessment and placement plan must be in place at the time of admission or within twenty-four (24) hours of admission. This takes into account the presenting circumstances of the individual and those of the group.

The risk assessment and placement plan should then be regularly reviewed as the placement progresses to reflect the progression or digression made by the young person during their placement at Prosperity Housing Group.

CULTURE:

Culture is viewed as being essential to the development of the young people being placed. A programme to cater for these needs in a positive manner, by visits in the local community, obtaining books, arranging discussions, and inviting speakers to Prosperity Housing Group as well as identifying positive role models.

Prosperity Housing Group acknowledges and supports the celebration of all cultures and religious observations. All young people are encouraged to celebrate cultural events both at Prosperity Housing Group and within the wider community. This allows the young people placed at Prosperity Housing Group to remain 'in touch' with their cultural values, which in turn ensures that they do not lose sight of their cultural heritage.

WORKING IN AN ANTI-DISCRIMINATORY PRACTICE:

Prosperity Housing Group believes in empowering young people to enable them to make choices in their lives, based upon informed choices. This is achieved through using positive role models and respecting diversity and reaffirming the strengths of others in a positive and constructive manner. The staff's awareness of anti-discriminatory practices (equal opportunities) will be raised through training and support.

Each young person's care/placement plan is drawn up together with him or her so that they have a sense of belonging and also take an active part in their future plans.

The staff will ensure that the young people are made aware of their rights as young people, through discussions and information sharing both on an individual basis and in young peoples' meetings.

SELF-HARMING BEHAVIOUR:

Prosperity Housing Group recognises that a young person with an eating disorder, may cause self-harm to him/herself, while placed at Prosperity Housing Group. It is vital that the staffing team are aware that this is often a 'cry for help' by the young person and in some cases can be seen as a form of attention seeking. If it is suspected that a young person is causing harm to himself or herself action must be taken in accordance with the Young people Protection policy / procedure guidelines.

All staff must take self-harming behaviour seriously; staff are expected to recognise changes in a young person's behaviour, which may lead to self-harm due to emotional and physical distress and identify with signs and indicators that the young person may be capable of causing harm to themselves. The young person must be given as much support and reassurance as possible to try and protect them from causing any further harm to him/herself. The welfare of the young people / young person is of paramount importance.

DISABILITY:

The design and layout of the building does not cater for the accommodation of young people who have a physical disability. However, the staffing team will receive training on Moving and Handling should the client group change.

LEISURE / SPORTING ACTIVITIES:



It has been recognised that hobbies / leisure / sporting activities plays an integral part in the social and emotional development of young people. Each young person placed at Prosperity Housing Group is given the opportunity to engage in activities of their choice. They are encouraged to identify with a hobby / leisure / sporting activity outside of Prosperity Housing Group to take part in, such as swimming, football, netball, basketball, cricket, youth club, leisure centre, martial arts etc.

Also group activities (both indoor and outdoor) are arranged at Prosperity Housing Group for the young people to take part in; this enables the staff to observe the young people's social skills in a group situation both in and outside of Prosperity Housing Group. The staff's observations are then evaluated and the findings would then form part of the young person's placement plan.

APPENDIX 1

PROGRAMME FOR INDEPENDENCE:

A. ACQUISITION OF KNOWLEDGE REGARDING:

- Cost of living
- Job, accommodation and further education considerations
- Social, economic and political realities
- Eating a balanced diet
- Budgeting and money management in areas such as;
 - Rent, utilities and overheads
 - Community charge
 - Food
 - Household articles
 - Clothing and toiletries
 - Personal items
 - Personal care, laundry and ironing
 - Entertainment and travel
 - Savings and insurance
- Sexual encounter and its responsibilities
- Basic health care and first aid
- Household amenities, e.g. water, waste, electricity and heating
- Finding and using community services
- Liaison with social work or other caring agencies.

B. LETTER WRITING SKILLS

- To obtain advice

- To make a job application
- To make a complaint
- The role of the Citizens Advice Bureau, committee members and Members of parliament
- Organisations and groups set up, especially to help young people leaving care

C. ACQUISITION OF SOCIAL AND INTERPERSONAL SKILLS

- Initiating relationships and making and sustaining friends.
- Terminating, surviving and recovery from relationships.
- Social interactions on an individual and group basis in a variety of circumstances. e.g. male-male, mixed company and mixed age groups.
- Business interactions and negotiations with various agencies e.g.
 - Housing associations, private owners and council housing departments
 - Colleges, institutes of higher and further education and universities
 - Social security and Tax offices
 - The police and courts
 - Doctors and medics
 - Neighbours and community organisations
 - Council and leisure services and facilities

D. PRACTICAL PROVISION FOR THOSE SETTING UP INDEPENDENTLY

Knowledge of and the ability to make arrangements to obtain essential items such as; clothing, washing and ironing, bedding, linen, furnishings, household articles and appliances.

E LIAISON WITH OUTSIDE AGENCIES

The units will be liaising with other agencies such as Youth training schemes, colleges, careers advice, housing and other key departments and agencies.

APPENDIX 2

ADMISSION POLICY

PURPOSE AND SCOPE:

This policy is designed to outline Prosperity Housing Group guidelines concerning conforming to consistent admission practices and how members of staff should ensure that the criterion for admission is implemented.

RESPONSIBILITY:

It is the responsibility of all members of staff to ensure that the admission process is followed, with all relevant documentation completed (see admissions procedure).

POLICY:

It is the Policy of Prosperity Housing Group to ensure that all young persons placed with us meet Prosperity Housing Group statement of purpose.



All admissions must be documented (in the log book). All resident who are admitted should be treated equally and staff are to make themselves available if the resident is uncertain about things he/she needs to know about the establishment of Prosperity Housing Group as a whole (this is stated in Young Person's Handbook and the Statement of Purpose).

Emergency Admissions / placements are those which are arranged at short notice giving less than twenty –four (24) hours notice cannot be received unless the process and procedure has been overseen by a senior representative from organisations headquarters such as an operational director. They must agree to any placement under this arrangement. Prosperity Housing Group/organisation must receive a written synopsis of the young person's behaviour and/or placement history if this includes the former. This should be accompanied by a recent report either from the Social Worker or the last placement. The Commissioning Officer or Social Worker making the referral must also provide Prosperity Housing Group with the forms "Essential Information parts 1 & 2 as well as the Placement Plan parts 1 & 2. These forms should be received on the day of admission or within forty-eight (48) hours of the placement being made. Staff wherever possible will make every effort to visit the young people prior to admission to make an assessment using the organisations own tool for this purpose which includes a risk assessment.

Staff on duty must ensure on arrival to the unit, the admissions form is completed and signed by the designated Social Worker (if the Social Worker is unavailable, this can be signed by members of staff on duty). The Social Worker must then sign the admission form at the earliest opportunity.

All relevant books, forms, are to be completed by the Care Manager (or a senior member of staff on duty) with the help of the young person and Social Worker. An inventory (as per admission procedure) should be taken of the resident's belongings, with an inspection of any electrical equipment brought to Prosperity Housing Group by the young person; the inventory form should be endorsed accordingly.

Admission forms are to be completed by the Care Manager or Senior member of staff on duty. Medical forms are to be completed with consenting person/s. Medical forms can be signed by young person if 18 years or over. Placement Plans are to be completed between the Care Manager, Social Worker, young person and person with parental responsibility at planning meeting reviews; are to follow in accordance with the duration of young person's placement.

It is imperative that this policy is adhered to in accordance with Prosperity Housing Group Admission policy

