

Statement of Purpose

**Breakaway
2 Priors Close
St Laurence Way
Slough
SL1 2BQ**

**Karen Ehret
Acting Manager
September 2011**

1. Breakaway's Aims

Breakaway is part of Slough's Services for Children with Learning Difficulties and Disabilities. The Unit offers short breaks for children between 6 and 18 years of age with learning difficulties/physical disabilities. The Service supports families in caring for their child, enabling them to remain within the family home.

Breakaway's Objectives:

- a) To give children with learning difficulties/ physical disabilities the opportunity to mix positively with their peers.
- b) To offer them the chance to develop social and independence skills.
- c) To offer positive breaks for families to meet other family commitments/appointments.

Breakaway works in partnership with families, carers, schools and health colleagues to provide children with continuity in the care they receive from the different agencies.

Breakaway's Aims:

- a) Assessment of children and young people's needs
- b) To balance a service responsive to family requests with efficient use of resources (e.g. advance bookings)
- c) To ensure that children and young people achieve in the five outcomes set out in the Children Act 2004:
 - 'Being Healthy'
 - 'Staying Safe'
 - 'Enjoying and Achieving'
 - 'Making a Positive Contribution'
 - 'Achieving Economic Well-Being'

2. Facilities and Services

Breakaway is a single storey building which has the capacity to care for a maximum of six children staying overnight in the unit at any one time, with appropriate staffing levels dependent on individual need. Wherever possible, Breakaway matches the needs, ages and interests of the children in the group.

There are two lounge areas, one being a quieter area which has a t.v., dvd player, computer where the children/young people can access the Internet (with constant staff supervision and guidelines) and the other being a larger area that has a sunny aspect which has a door leading to the garden area. The garden is fully fenced, there is a back gate that is secured, opened via a key pad. The play equipment in the garden is suited to the needs of the children/young people. There is a dining room which has a door that leads out to a small garden area where there is a trampoline. The kitchen can be accessed from the dining room and the larger lounge via secured doors as the children/young people do not have access to the kitchen area unsupervised for health, safety and hygiene reasons.

All children/young people are constantly supervised using the equipment in the garden and the trampoline and will only be undertaken by children/young people who have a signed Consent Form and signed Risk Assessments on file. Breakaway also has a Sensory Room which has been developed to the needs of the children/young people.

Stays are very flexible and range from overnight stays of one night to weekends or longer periods, normally not exceeding seven continuous nights. The allocation of nights is dependent on the assessment of an individual's care needs.

In exceptional circumstances, Breakaway may be considered to be the most appropriate placement for a child/young person for a longer period than seven days. This would be subject to Senior Management approval and if it is deemed to be in the best interests of the child.

Children and young people receiving a service will be offered a variety of activities including outings, meals out, mixing with their peers, trips to the cinema, museums and other places of interest. During school holidays trips further afield are organised to zoos, theme parks and children's farms. Any other preferences will be discussed with the parent/carer and child before their visits take place.

3. Registered Provider

The Unit is provided by:-
Slough Borough Council
Education and Children's Services Directorate
Town Hall
Bath Road
Slough
SL1 3UQ.

The Responsible Person is Sue Betts, Manager, Service for Children with Learning Difficulties and Disabilities.
Karen Ehret is the Acting Manager of Breakaway, Service for Children with Learning Difficulties and Disabilities.
The Registered Person post is currently vacant

4. Registered Provider Qualifications

Sue Betts holds a Diploma in Social Work and a Post Graduate Diploma in Strategic Leadership.

Karen Ehret holds a National Vocational Qualification Level 3 and is currently undertaking an Apprenticeship in Leadership & Management.

5. The Staff Team

Breakaway has a care team of 14 experienced mixed gender staff from different cultural backgrounds who, between them, have a broad range of various child-care backgrounds. Their qualifications include: NVQ 2 and 3 in Care, NNEB Diploma, C and G level1 learning Support Assistant, Introduction to pre-school practice, CACHE level 2 in play work, BA (QTS) Education and Science, Postgraduate Diploma in Psychology. All staff are required to undertake the NVQ 3 in Health and Social Care Children and Young People.

In addition to the care staff we have a full time cook.

Breakaway also employs an As and When worker and in addition, to meet service delivery, use a bank of agency workers. This provides a continuity of care to children and young people receiving a service. The As and When worker currently working within the unit has extensive experience and qualifications in NVQ2 and NVQ3, Counselling and Makaton.

6. Staff Training, Development and Supervision

Breakaway places a high priority on, and is committed to, the supervision and training of staff. All staff receive a thorough and comprehensive induction to equip them to meet the requirements of the role.

Breakaway has a comprehensive staff development and Supervision strategy which, together with the Annual Appraisal process and six monthly reviews, is intended to be positive, continuous and systematic.

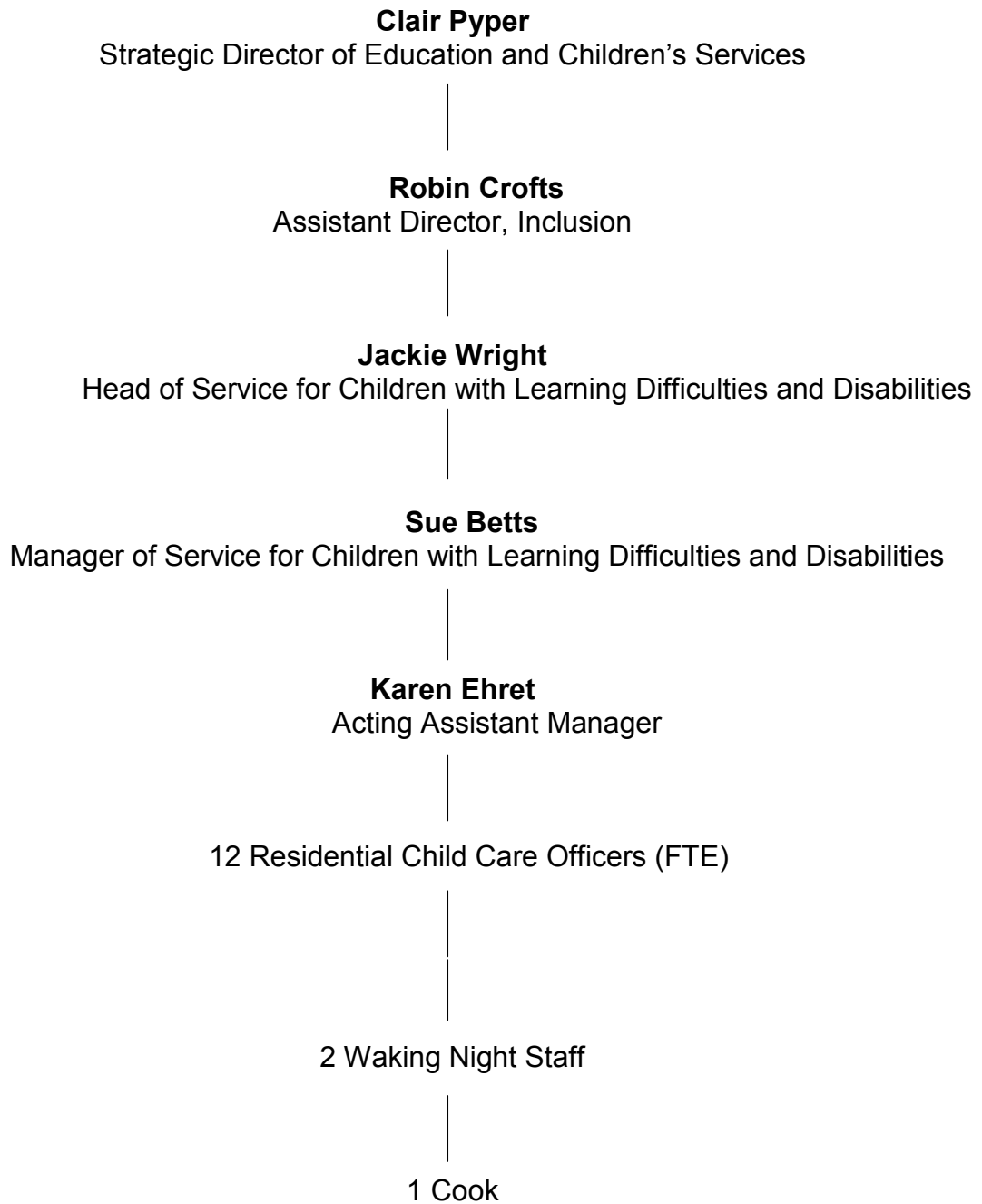
Staff support is individually designed, utilising and extending each employee's knowledge, skills and experience for the benefit of the children/young people in Breakaway's care and to ensure job satisfaction.

All staff receive formal, planned, professional, individual Supervision with a member of the Management team each month. A written record is kept in the unit of these sessions.

A buddy system is in place for new members of staff who have regular meetings with their Supervisor along with monthly Supervision. Breakaway follow Slough Borough Council's Probationary Policy and Procedures.

The training needs of individual staff are identified through Supervision, Annual Appraisal and Personal Development Plans. All staff access Slough Borough Council's wide range of mandatory training. Specialised training is delivered to the team as appropriate to meet the needs of both the staff and the Children/Young People.

7. Breakaway Staffing Structure



8. Who is Breakaway for?

Breakaway is a short break unit for children and young people with varying learning difficulties/ physical disabilities within the age range of 6-18 years of age.

9. Admission Procedure

- A request for a short break at Breakaway is made via the Assistant Manager LDD /Social Worker within the Service or from a Social Worker from another Local Authority. The Assistant Manager LDD/Social Worker will initially contact Breakaway with contact details then Breakaway staff will contact the family and invite them to have a look around the unit, to discuss the needs of their son/daughter and ask any questions they may have about the service we offer.
- If the parent/carer decides that Breakaway is the right environment for their son/daughter they will contact the Assistant Manager LDD/Social Worker who will then make a referral to Breakaway.

Once a decision is made by all parties that a short break service at Breakaway will be provided, the child/young person will be allocated a Keyworker from the Breakaway staff team.

The Keyworker will then make contact with the child's parents/carers and arrange for the child and parent/carer to meet with them either at Breakaway or their home, to complete the relevant paperwork. This includes:

1. This is Me
2. Risk assessments
3. Consent forms
4. Medical disclaimer
5. ID Form

This is Me

"This is Me" is a booklet that the Keyworker completes with both the parent/carer and child/young person. The booklet holds all of the information required about the individual to ensure that the service meets his/her needs including:

- Daily routines
- Likes and dislikes
- Behaviour patterns
- Communication method (whether verbal, if not what method is used i.e., Makaton, PECS)
- Medication
- Health
- Spiritual needs
- Racial and cultural factors
- Individual goals

Once completed, the child/young person and parent/carer will also be given a copy of the This is Me to read and sign. The contents of the booklet will be reviewed with the parent/carer and child/young person as and when required and as part of the Looked after Children's Review or Child in Need Review, any changes recorded and followed. The Keyworker will share the information with the staff team, so that all staff are aware of the child/young person's needs prior to his/her first visit. The Keyworker will then book tea visits for the child/young person. The parent/carer will accompany the child until both the staff within the unit, the child/young person themselves and the parent/carer feel confident that the child/young person has settled into the unit and is comfortable staying without his/her parent/carer being present. Following this the length of stays will gradually increase progressing to day care followed by overnight stays at a pace that is suitable to both the child/young person and parent/carer.

Before the child/young person is booked into the unit for overnight stays, the Keyworker will confirm with the child/young person's social worker that the child/young person is now ready to progress to overnight stays and at this point the allocated social worker will ensure that the statutory paperwork is completed and signed. If a child/young person becomes a Child Looked After by the Local Authority, it is at this point the allocated social worker will inform the Independent Reviewing Officer of the placement, so that the quality of care being provided can be independently reviewed. If the child/young person becomes a Child in Need then he/she will have a review and this will be undertaken by a Manager/Assistant Manager from LDD.

Updating the information pertinent to Breakaway will be done as required, and on an annual basis if not required sooner. It is the keyworker's responsibility to ensure that this is done with the parent/carer and child/young person and recorded onto ICS.

10. Restrictions to Admissions

There are times and circumstances when Breakaway will not be able to offer short break care. These include:

- Children/young people who are currently psychiatrically assessed to be mentally ill.
- Children/young people with Attention Deficit and Hyperactive Disorder and no associated learning disability.
- Children/young people who become physically unwell with sickness, diarrhoea or a temperature immediately prior to a short break stay.
- Children/young people with an infectious illness, if they are still within the incubation period, or Children who have been in close contact with an infectious illness.

11. Emergency Admissions

Breakaway only accept emergency admissions for a child/young person that is already known to us and that we have all appropriate paperwork completed for. We do not accept emergency admissions for children/young people that are not known to us as we believe that a child/young person requires a full initial assessment to ensure that the service they receive and the transition into the service is person centred. We are, however, able to complete the assessments and transition in a short space of time provided we have the opportunity to meet all involved i.e. the child/young person, the parents/carers, social worker and school.

12. The Philosophy of Breakaway Short Term Care Unit

- The team believes that all children are children first and that our partnership should be based on respect for the individual, honesty and equality, regardless of race, culture, age, gender, sexual orientation and religion.
- Breakaway is committed to giving individual children/young people and their parents/carers a greater say in how they live their lives.
- Breakaway actively encourage individual children/young people with learning disabilities and/or physical disabilities to realise their hopes and wishes for greater self-determination. Breakaway work in partnership with them to achieve this.

13. What happens if a Child/Young Person needs to see a Doctor?

The child/young person will remain registered with their own GP and will see them if necessary. Parents/carers should check with their GP and tell them the child/young person will be visiting Breakaway for respite care.

If a child/young person is unwell, parents/carers will be informed immediately and told what action Breakaway has taken. This will be recorded in the child's/young person's file.

Staff are trained in emergency treatment as part of their mandatory training programme. Strict Policies and Procedures are in place and adhered to, to ensure that Breakaway promotes and protects the health of children/young people.

What do we do if a child/young person has an accident?

Although every precaution is taken to prevent accidents occurring, children/young people occasionally sustain injuries due to falling over, bumping into furniture etc.

All accidents are reported to the senior person on duty and an Accident/Incident report completed. Parents/carers are informed either by phone or in person when collecting their child/young person. A full report of the accident and cause will be written as soon as possible after the event and forwarded to the Borough's Health and Safety Officer.

All staff are trained in Emergency Treatments and may treat very minor injuries, such as grazes and scratches. If there is any doubt at all about the injury, the child/young person will be seen by a doctor or taken to the Accident and Emergency Department at Wexham Park Hospital in Slough.

14. Education

During term time whilst staying at Breakaway children/young people continue to attend school. Staff at Breakaway currently transport children/young people to and from Arbour Vale School. Children and young people accessing education outside the Authority are

transported by parents or home to school transport. Staff support children/young people to complete homework, if required.

Staff attend the educational reviews of the children/young people using the unit and work closely with education professionals, parent/carers and allocated social workers to meet the child/young person's individual needs.

15. Recreational, Cultural and Sporting Activities

Breakaway encourages the children/young people to participate in recreational, sporting and cultural activities. These usually take place on a group basis. Sport and leisure activities include visits to various parks, football, ten-pin bowling, visits to the cinema, farms specifically aimed at children, the London Eye, Legoland and occasionally the seaside. Breakaway also has a garden which has recently been updated with new equipment which includes swings, one being a bird's nest swing which can accommodate wheelchair users, sand pit, waterfall table, a swinger, a rocker, a playhouse, trampoline and bouncy castle.

Breakaway acknowledges cultural and religious festivals within the unit through discussions, meals, displays, books, prayer books, films and audio cassettes.

16. Consultation with Children/Young People

Children/Young People's Meetings take place on a bi-monthly basis. The focus of these meetings is to discuss issues or concerns about the running of the unit in relation to activities provided, meals served and activities. The agenda covers the Anti-Bullying Policy, Fire Procedure and any other issues the children/young people wish to discuss. We encourage the children/young people to share their views on new ideas/activities for the unit. This is then discussed at the staff team meeting, so that all staff are aware of the children/young people's wishes and any actions from these meetings can be met.

Staff use communication tools such as PECS and Makaton to help children/young people communicate their wishes and views about the services.

17. The Arrangements made for the Control, Restraint and Discipline of Children/Young People

At Breakaway, methods of control and discipline are all practised in accordance with Slough Borough Council's Policies and Procedures. Breakaway believes that clear boundaries and expectations promote order and establish routines. Occasionally, sanctions are used to promote good discipline, not as a punishment, when a child/young person oversteps set boundaries. The sanctions used are dependent on the circumstances surrounding the incident and upon the social development, age and level of misbehaviour of the child/young person concerned. Sanctions will be discussed with parents/carers and the child/young person when the 'This is Me' is completed.

All care staff at Breakaway are trained in positive handling of challenging behaviour using Team Teach techniques. Team Teach ensures staff are experienced in the use of a wide range of diffusion and distraction techniques to avoid the need to restrain children/young

people with challenging behaviour. If restraint is used, care is taken to ensure that the restraint is for the minimum time possible, that the child/young person is not humiliated in any way and that their safety is paramount. All incidents of restraint are recorded and externally scrutinised. Children/young people are never held on to or taken to the floor. All holds are undertaken in standing or sitting positions. If there is a likelihood that the child/young person will end up on the floor, staff are instructed to release the hold.

Clear records are compiled. These are signed and commented upon by the child/young person (if they are able and wish to do so) and passed on to Senior Management and social workers. Any incident of restraint is also discussed fully with the child/ person's parents/carers.

18. The Arrangements made for Child Protection and to Counter Bullying

All suspected or actual incidents of bullying will be taken seriously and investigated immediately. Members of staff will give both the victim and the bully support. Breakaway has an Anti-Bullying Policy which sets out Breakaway's response to incidents of bullying, taking a positive approach and formal response to any such concerns.

All Breakaway staff receive training in Child Protection and are aware of, and alert to, the signs and symptoms of abuse. Any concerns and/or allegations are recorded and immediately followed up by informing the Manager/Senior staff at Breakaway/LDD Team and the child/young person's social worker after, if necessary, referring to local procedures which are found on www.proceduresonline.com/berks. All visitors to Breakaway are asked to show their ID before entering the premises and if children/young people are in residence are closely monitored and never left alone with a child/young person.

19. The Procedure for Dealing with any Unauthorised Absence of a Child/Young Person from Breakaway

Children/young people at Breakaway are closely supervised. There is an agreement regarding missing children/young people with Slough Police. This sets out actions to be taken by staff and police in the unlikely event of a child/young person going missing. Parents/carers, families and senior manager's will be notified as a matter of urgency.

20. Electronic Surveillance

All bedrooms are fitted with door alarms used during the night. Waking Night staff carry a pager which is activated when a child/young person's door is opened during the night.

No other electronic or mechanical means of surveillance of children/young people are used at Breakaway.

21. Fire Precautions and Emergency Procedures

All Breakaway staff receive Fire Safety Awareness training annually, which covers the use of

fire fighting equipment and emergency procedures. The home has fire alarms, smoke detectors and fire extinguishers throughout the building. The equipment is serviced and tested on a regular basis and any faulty equipment is reported immediately. There is a thorough recording system in place in the unit.

Breakaway operates a system whereby the fire brigade will be called even in the event of a false alarm.

Breakaway operates a no smoking policy within the building.

Fire alarm tests are held weekly and fire drills involving the children/young people are held every 4/6 weeks.

22. Will My Child/Young Person be Able to Follow their Religious Beliefs

It is Breakaway's policy that every child/young person has the right to follow whatever religion they wish. Every effort is made to ensure children/young people are able to attend any services or meetings that form part of their religion. Children/young people will also be allowed the privacy or support necessary to undertake any devotions required whilst residing at Breakaway.

If a Child/young person's religion requires a particular diet or clothing, Breakaway will ensure that these needs are met, with advice being sought where necessary from those with the appropriate knowledge.

23. Can I Contact My Child/Young Person?

Breakaway recognises that when a child/young person first stays at Breakaway this can cause worry for the parents/carers, as this may be the first time that the child/young person has been away from home. Parents/carers are welcome to telephone the unit at any time to enquire about the welfare of their child/young person. If a parent/carer wishes to visit a child/young person, we recommend telephoning first to ensure the child is not out on an activity.

24. What to do if You are Unhappy with any Aspect of the Service

Slough Borough Council has a policy to manage customer care. A parent/carer or child/young person who is dissatisfied with any aspect of the service should first consult the manager to discuss the concerns. If the problem is not resolved the parent/carer should contact the Manager of Service for Children with Learning Difficulties and Disabilities. The child/young person's social worker will provide a copy of the Customer Care Procedure before the child's/young person's first visit and this process can be followed if the issue has not been satisfactorily resolved. An independent investigation into the concern will then be carried out.

25. The Arrangements for Dealing with Reviews of Placement Plans

All children/young people receiving overnight care will have regular reviews of the placement and their Care Plan. For those children/young people who are looked after by the Local Authority, an Independent Reviewing Officer chairs the Reviews for Children in Need the Review will be chaired by a Manager/Assistant Manager from the LDD Team. Children/young people are encouraged to attend their reviews. However, if they do not wish to be there their parents/carers, keyworker or an advocate can convey their views. Looked after Children Reviews or Child in Need Reviews are carried out 6 monthly for all children/young people who receive overnight care at Breakaway.

26. Bedrooms

All children/young people staying at Breakaway will have their own room. Breakaway will endeavour to give them the same room when they stay. Breakaway helps the children/young people to personalise their room with posters, name plaques and a choice of bed linen.

Four of the bedrooms are fitted with overhead tracking and a hoist, to assist the children/young people with their mobility. All bedrooms have profiling beds and all bedroom doors are fitted with magnetic door openers. The waking night staff carry pagers which sound an alert should a door be opened at any time during the night.

27. Specialist Therapeutic Techniques

Breakaway staff do have physiotherapy training by physiotherapy staff at the children/young people's school if a child/young person regularly uses our service so that continuity of care can be provided.

28. A Description of the Children's Home Policy in Relation to Anti-Discriminatory Practice and Children's Rights

Slough Borough Council is working to promote a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. Breakaway values and celebrates the breadth and diversity of tradition, beliefs and culture of the children/young people and families using the service. Breakaway seeks to create, maintain and promote a unit in which each child/young person has equal entitlement to a high quality service and opportunities, regardless of disability, race, nationality, religion, age, gender and sexual orientation. Breakaway will actively challenge any discrimination encountered by the children/young people whilst at Breakaway.

Date: September 2011

Sue Betts

Manager of Service for Children with Learning Difficulties and Disabilities

Review Date: September 2012