



The Old Vicarage

Statement of Purpose

November 2024



We aim to ensure that the residential provision works very closely with the educational



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

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

6. Details of who to contact i



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

No form of bullying nor intimidation is tolerated anywhere within The Old Vicarage, irrespective of who



There are some young people that are referred to the service that are not Section 20 or a looked after child. Where this occurs, we ensure that the young person has an annual EHC review and a 6 monthly internal review which key people are invited to especially where the young person does not have a social worker or child in need reviews. If there are any concerns in relation to the young person that could be deemed a safeguarding referral the service would follow the safeguarding policy and refer any concerns to the young person and/or LADO as required.

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

Irrespective of background or religion, The Old Vicarage will strive to meet individual needs. The rights of all young people



All young people are encouraged to be involved and contribute to their statutory reviews, which are held every 6 months for those under the age of 18 and annually for those over 18. This is an essential review meeting that empowers young people to feedback about their experiences,



Jacqueline Rowntree Lead Speech and Language Therapy Assistant	BSL 1 Supporting Special Needs Level 2	Head of Therapeutic Services
Abi Bublik - Speech and Language Therapist	BSc Hons in Human Communication and licensed Makaton Tutor	Head of Therapeutic Services

Occupational Therapy



locations, both in terms of incidents that have occurred and the subsequent actions that were taken, as well as successes and achievements. As part of this process a Quality Assurance Group meets monthly to review all information. This group is attended by appropriate members of the board and operational teams, thus ensuring clarity throughout the Board of Directors with regard to operational matters in all locations. This also gives the board the ability to highlight patterns and trends and enable them to plan for the future, thus ensuring the effective future performance of the company. As well as the monthly Quality Assurance systems there are also robust internal inspection systems in place, which feedback to relevant directors.

The effectiveness of our approach is also measured in the different multi agency forums that we participate in. For example, we provide reports for multidisciplinary reviews of progress, LAC and EHCP reviews.

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

Young people will have an annual health assessment if required under the accommodation of placement. Each young person will be registered at a GP this will be either locally or remain with the family GP. In partnership with parents the home will register YP if requested at local opticians and dental services and maintain regular appointments. Arrangements are made as necessary for those



Online Links

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

Protection of young people

13. A description of the home's approach to the monitoring and surveillance of young people.

Requirements for the use of electronic surveillance are:

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

The Old Vicarage recognises their duty of care towards the young people in residence within



young people access to people who they can particularly confide in and who can advocate their needs within the home.

On completion of the four-week induction programme and once completed work booklets have been completed in knowledge base and safeguarding, care staff are enrolled and receive

Care, with completion required within two years of employment start date. When staff, teaching and non-teaching are recruited to The Old Vicarage, they receive an induction pack and undergo an induction programme to raise awareness of autism. Existing staff have undergone professional development in a range of autism specific areas. Both are freely available for consultation. There is also a well-resourced library of materials and periodicals which is updated on a regular basis.

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

In line with Quality Standards all residential support workers receive training in Children & and accredited qualification completed at level 3 status. The Assistant Manager is working towards the level 5 in leadership and management in Health and Social Care.

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

There is a training pl17 726.1/69(t-167(i)5(s.32 841.920B51r 0 1 1)-8(e i)3c)-3(a08IF1u6a55-5() reW*)4(f)-10-6



All Life Practitioners will have regular supervision sessions not less than one session per two months (each half term) and new employees more frequently. NVQ observations of practice in the workplace will form an integral part of the supervision process.

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

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

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

Organisational Structure	
Quality Business Partner	Amanda Collins
Head of School	Paul Fowler
Operations Manager	Michaela Potheary
Registered Manager	Ruth Harrison
Home Manager Church View	Ruth Harrison
Homes Manager Apple Tree Bungalow	Anneyah Clay
Deputy Managers (Levels 1 & 2)	Emma Harrison – Old Vicarage Zoe Sheridan – Old Vicarage Anna McGrath – Old Vicarage – nights (Maternity Leave) Marcin Skrzypczak – Appletree Bungalow Kelly Astill – Church View House Marzena Skrzypczak – Church View House
Senior Life Practitioners	Emma Mawji – Old Vicarage Loraine Speed – Old Vicarage Natalie Campbell – Old Vicarage Mat Ward – Church View
Night Team Leaders	Charlie Harbord – Old Vicarage Danielle Barber – Old Vicarage



Admission criteria is based on matching young persons referred as closely as possible to the particular described in section 8 above, to ensure the compatibility of the group as a whole and