



# **The Residence at Kings Mill School**

## **Statement of Purpose**

**For the residential setting at Kings Mill  
School**

**Incorporating the Statement of  
principles and practice**



## **The Residence at Kings Mill School**

### **WHO**

We are Kings Mill Residence and have been providing care for over 50 years.

We support, educate providing fun and stimulating activities for children.

This in turn improves the lives of their parents/carers, family friends and the wider community.

### **WHAT**

What support and care do we provide?

We work closely with school to provide a personalised blend of education, holistic therapy, healthcare and social care to meet the individual needs of your child.

Meaningful activities that promote independence, learning and fun.

We'll adapt our skills and services to meet the specific needs of your family and provide you with regular updates on your child's wellbeing.

### **WHY**

We believe in quality of life for life.

At Kings Mill we nurture, teach and care for children and young people with multiple and profound disabilities, whether they join us for school or stay 24/7 your child will be at the heart of everything we do. Our caring team dramatically improve children's lives; it's what we love to do. Focussing on ability not disability, and providing a home from home.

Our highly trained staff team will make a positive difference to your child's life while you feel a bit less like a carer, more like a Mum and Dad.

Put simply

**We improve the quality of life for life.**

## **Quality and Purpose of Care**

### **Range of needs provided for:**

The Residence at Kings Mill School offer overnight short breaks and emergency placements where possible. The Residence is inspected annually by OFSTED under the regulations relating to Residential Special Schools, and is approved by the governing body of the school and the commissioning team of the Local Authority as providing overnight short breaks for children and young people aged 8 to 19 years old. In exceptional circumstances, and if the Local Authority agree, younger children can be offered a resource.

We provide care for children and young people who have complex needs, communication, sensory and learning difficulties, physical difficulties and challenging behaviour. We are greatly experienced in working with children who require intensive support including enteral feeding. We provide care and support to children who require round the clock, qualified, caring support.

Together with school, the placement services offered to children and young people include social care, education and personal development, some medical interventions, physiotherapy, speech and language development, including communication by other means and occupational therapy. These are all integrated into the education health care plan and the care and development plan within residence.

### **The Residence ethos:**

We aim to offer excellence in social care and development for children and young people, by providing each child with an individual assessment of their functional living skills and a programme of activities and events designed to stretch, excite and offer fun to all the children and young people who use the Residence no matter the level of their ability. We aim to provide a combination of education, social care, medical and therapeutic intervention in a homely and caring environment.

We work very closely with the teaching staff to enhance each child's stay and provide for a flow of up to date and accurate information between all those involved with each child.

We aim to follow the eight intrinsic principals of: Privacy, Dignity, Rights, Choice, Safety, Equality, Independence and Fulfilment and to understand and meet the individual personal, emotional, social religious and cultural needs of all the children and young people.

We aim to promote equal opportunities for all.

### **The accommodation:**

The Residence at Kings Mill School has provided safe and quality care to children and young people for over 50 years. The block was refurbished in 2010 to provide more appropriate and purposeful accommodation more suited to the needs of the children on the roll of the school. Together with the facilities provided in the new school building we are able to offer generous space with purpose built facilities such as a hydro pool, rebound room, swing

therapy room, play areas, kitchen facilities suitable for use by the children and young people, quiet areas, including the “snug” designed, decorated and furnished by the Young People and staff. The accommodation is on two floors with an access lift between offering access to all areas to all children and young people.

The downstairs accommodation is more suited to children and young people who are essential wheelchair users two large bedrooms having attached bathrooms, both accessed by tracked hoist.

Downstairs are a dining room attached to the main, well appointed, kitchen, a smaller dining/ activity area and a large activity area with attached kitchen and the “snug”. Direct access is provided from both activity areas to outside play space. Office/staff space is not intrusive and does not detract from the fact that first and foremost this is accommodation for children and young people staying away from home.

In summary the Residence at Kings Mill School can accommodate up to 14 children and young people in safe, fit for purpose accommodation.

#### **The location of the Residence at Kings Mill School:**

The Residence is situated within the grounds of Kings Mill School and is integral to the main school, this promotes access and encourages the use of the shared facilities.

Kings Mill School is located within the market town of Driffield, Capital of the Wolds, in the East Riding of Yorkshire. We are situated within easy walking distance of the main town centre and within a very short minibus ride to facilities which we access on a daily basis, these include the leisure centre with swimming pool, shops, cafes and pubs, recreational rural walks, play facilities, library and all the usual facilities found within a rural market town.

We have a fleet of minibuses which are well maintained and which enable us to access facilities within Beverly, Bridlington, Hull, Scarborough, York the coast, Dalby forest and the North York Moors, all of these facilities, and more, we use regularly.

#### **Cultural and Religious needs of Children:**

Kings Mill is a non-denominational School. Part of our mission is to continue to provide a centre of education and support in which children and young people are respected and provided with the encouragement and facilities in which they can develop their full potential. We aim for children and young people to explore their relationship with the world around them and to provide them with the experiences, activities and communication skills to help them understand that people have differing beliefs and what those beliefs might be. We also try to prepare children and young people for life in a culturally and ethnically diverse society.

### **Compliments, Comments and Complaints:**

We actively encourage parents carers, staff children and anyone who wishes to contribute to give us a compliment, make a comment or suggestion or make a complaint through a leafletting system and via the website. We do have a formal complaints system and a whistle blowing policy both of which are publicised.

We employ the services of an independent visitor who is rigorous in her inspections and visits; she visits a minimum of six times a year and provides a report to the manager, Head Teacher and chairs of Governors.

If it is considered that a complaint has not been resolved satisfactorily the Local Authority have a complaints procedure which is publicised on their website, or the Ofsted inspection team can be contacted at the following address:

#### **Ofsted**

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone number: **0300 123 1231**

### **Details regarding access to the child protection and behaviour management policies:**

We have clear safeguarding policy and procedures, adopted and adapted from the Local Authority procedures. Staff are trained at induction and receive regular updates and refresher training as required. Safeguarding in all its aspects is a constant topic in staff meetings and supervision. Regular updating and refreshment is a mandatory training requirement for staff.

Because of the vulnerability of children and young people accommodated at the Residence we are reliant upon good quality staff training, supervision and peer regulation to safeguard children and young people. There is information given to every member of staff and placed in staff areas on safeguarding and how to raise a safeguarding concern, this is also highlighted within the staff handbook.

Policies are maintained electronically to ensure that only the most up to date version is available and staff have easy access to these policies. Staff do sign to acknowledge that they have read and understood each policy which are regularly discussed at staff meetings.

## **Children and Young People's views, wishes and feelings.**

### **Consulting children and young people about their care:**

Because of the complex needs and communication difficulties of the majority of the children and young people who access overnight short breaks we strive to enable each young person to express their preferences and, importantly, to have the opportunity to influence many aspects of their care, particularly in areas such as activity planning, the choice of materials, decoration etc.

We contribute to each young person's annual review/Person Centred Review (PCR) or Education Health Care Plan (EHCP) and jointly develop plans with teaching staff, parents and carers to enable children and young people to change their minds, adapt, grow and develop over time.

We work with the Rights4U project and the student council together with our compliments, comments and complaints system to try to enable every child and young person to express themselves. Staff are trained in signing and picture exchange and we use a daily communication diary which travels with the child/Young Person between Residence, School and home to ensure issues and information is shared.

Each child/young person has an individual diary in which we record events, activities and contact with others to ensure that all staff are up to date with each child's progress.

Children with special needs often communicate through their behaviours and this is always our consideration should a person's mood or behaviour change, we meet before each shift to share this information and record significant events electronically so that staff in all areas are informed quickly.

We put children first when planning activities and use our knowledge of individuals to inform our choices; each visit is evaluated and informs our future choices.

## **Education**

### **Supporting children and young people with educational needs:**

All the people who access overnight short breaks are on the school roll of Kings Mill School. The staff team meet daily with teaching and teaching support staff to share information on individuals and each record in the individual diaries of each child daily to ensure that information is shared. In addition we meet with class staff each term to evaluate progress, plan for the medium term future and ensure information is up to date.

Each child/young person has a named worker who is responsible for ensuring that targets are set, evaluated and shared and that meetings take place, additionally they are responsible for completing and submitting reports on individuals to meetings.

We celebrate achievement whenever possible and choose our star of the week which is shared in the whole school assembly; this helps us to enable children and young people to

celebrate their own success and that of others. In addition twice yearly we nominate our Residence award to the child or young person whose contribution has stood out. Parents and carers are invited to both these events and celebrate alongside ourselves and the rest of the school population. Each school year we compile scrap books with the children and young people recording the activities they participate in and significant events, at the end of the year these are sent home to parents as an ongoing record of time spent at Kings Mill Residence.

All the children and young people who access overnight short breaks undergo an assessment using the Analysis of Functional Living Skills (AFLS), we do this in conjunction with teaching support staff and with parents, they are appraised regularly and new targets set with the aim of developing life skills in a real environment.

We have access to a fantastic range of facilities on site, including a hydro therapy pool, rebound room, therapy swing, sensory areas, child friendly kitchen areas, large sports/activity hall, large and small inside and outside activity areas, soft play areas and a fleet of mini busses which we use daily to access off site visits and activities.

We believe that it is important for the children who attend school and who access overnight short breaks to access as many community settings and activity centres as possible, this assists them to develop skills in the “real” world.

### **Monitoring and surveillance**

The majority of children and young people at Kings Mill School are dependent upon assistance in many aspects of their care, including intimate care, they therefore require regular monitoring throughout the day and night. Audio units are used for individuals and specialist monitoring devices to alert staff to seizures or toileting needs are used for those students who require them. Parents give written consent to each of these things.

All the children are checked visually by one of the two waking night staff every 30 minutes throughout the night, this is done discreetly so as not to disturb their sleep.

The minimum staff to children ratio is:

Monday, PM:	Five care staff, one senior		
Tuesday AM:	Four care staff, two seniors.	PM:	Five care staff, one senior
Wednesday AM:	Five care staff, one senior.	PM:	Six care staff, two seniors.
Thursday AM:	Six care staff, two seniors.	PM:	Six care staff, two seniors
Friday AM:	Five care staff, two seniors.		

All nights are supported by two staff sleeping in on call and two waking night staff.

The unit is monitored by self-assessment by the senior leadership team, by visits from the governing body and by visits/inspections by an independent visitor. Reports and action plans are submitted to the governing body and to the senior leadership team in school.

### **Behavioural support**

A major aim of the school and residence is to develop and maintain a secure, relaxed, friendly atmosphere within which can operate a discipline culture based upon mutual respect between children/young people and staff. Because of the special needs of all the students who access short breaks sanctions, in the usual understanding of the word, are not used, staff are clearly informed of what are acceptable sanctions.

Where intervention is deemed necessary then Team Teach Techniques are employed with our first recall to diffuse the situation. Team Teach is our agreed method of implementing positive handling techniques. Members of staff within the school have been trained and cascade that training down to staff at all levels. The senior leadership team monitor the use of discipline and through the electronic recording system (Cpoms) all actions are recorded.

Due to the degree of disability of the people accessing overnight short breaks absconding is not an issue, however we are a large site and staff are more than vigilant, there is a missing child policy on the system.

### **Leadership and management**

Contact Details:

Chair of Governors: Jackie Tonkin, Terri Chambers  
Head Teacher: Gail Lawton  
Head of Care: Tim Gowthorpe

The address of the Residence is:

**Kings Mill School  
The Residence  
Victoria Road  
Driffield  
East Riding of Yorkshire  
YO25 6UG  
(01377) 253375**

Our Ofsted registration number is: **SCO55984**.

### **Staff experience and qualifications**

Tim Gowthorpe is a qualified social worker with over 40 years' experience in both residential care settings and community based, safe guarding teams, Tim has also completed a post graduate course in management. Tim has been the Head of Care at Kings Mill School for over 17 years.

All the care team either hold or are working towards the minimum recognised qualification for their level and a large number exceed this. All the senior care and care team have many many years' experience behind them. In addition to the minimum requirements all staff receive training and refresher training in the following areas:

Moving and Handling  
Safeguarding children and young people, (with a separate session on safeguarding disabled children/young people)  
Record keeping  
Fire safety  
Administering medication  
First aid  
Epilepsy management  
Enteral feeding  
Signing

At other times specialist training will be offered as appropriate or as highlighted during the annual staff appraisal.

All new staff have a comprehensive induction course and if required are put onto an appropriate level NVQ.

The staff team comprises:

1 Head of Care	Full time (37 hours)
3 Senior care officers	Part time (total 62 hours)
12 Care officers	Part time (total 210 hours)
4 Night care officers	Part time (total 72 hours)
1 cook part time	Part time (20 hours)
1 Breakfast cook	Part time (10 hours)
1 Admin support assistant	Part time (10 hours)
2 ancillary staff	Part time (total 24 hours)

There is a mix of male and female staff, although the majority are female so we are mindful at recruitment to maintain a gender mix in our staff group.

### **Health:**

The school employ a registered nurse who supports all staff with caring for children and young people with medical needs, she trains staff in enteral feeding, stoma care and offers appropriate advice when required, in addition staff are supported by an epilepsy nurse and other specialist nursing staff when required.

We are a Healthy School and encourage children and young people to take part in many sporting activities or in physical play, we actively promote swimming both in our hydro pool and at the local leisure centre. We join with the sports coordinator and support/encourage children and young people to take part in local and national sporting events, dance events and engaging with the outdoors. Children and young people participate in many organised after school activities such as Dance and cooking.

Healthy eating is a regular topic and our menus reflect this.

## **Positive relationships**

### **Family contact**

Although all the children and young people who access overnight short breaks only stay with us for one or two nights each week we actively engage with parents and carers on a regular, at least weekly basis. We value parental input throughout many aspects of life at Kings Mill and have an open door policy to parents/carers and encourage parents and carers to come into Residence as often as possible. We are supported in Residence by the services of the Family Liaison Officer who is based in the school, but who works very closely with ourselves and families.

There is a weekly parent's support group and parents are invited to attend the weekly praise assembly which is followed by a coffee shop, run by students.

We work directly with the parent governors who support and monitor our work through the Residence Governors subcommittee who are active in their monitoring role and who visit regularly to meet with children and staff and join us in activities.

### **Admission criteria and care planning:**

We are only able to offer a service to students on the roll of Kings Mill School, parents are informed of the Residence facility and we do promote our service at every opportunity. Once an expression of interest is received we direct parents/carers to the local social work team who undertake an assessment, should that assessment indicate a need for an overnight short break the request is taken forward to a multi-disciplinary resource panel within the local authority, if agreed there then the number of nights will be approved and passed back to Kings Mill. At this point we liaise with parents/carers to fit the appropriate pattern of stays around the child/young person.

A comprehensive care plan is then drawn up from information supplied by parents, school/residence staff and any other person involved with the child, our admission criteria includes reference to the child's age, gender, level of need. Children and young people must be aged between 8 to 18 years when they join us, we do offer a continuation to established students to stay up to 19 years old and in exceptional circumstances can offer places to children younger than 8.

January 2018  
Tim Gowthorpe  
Head of Care