

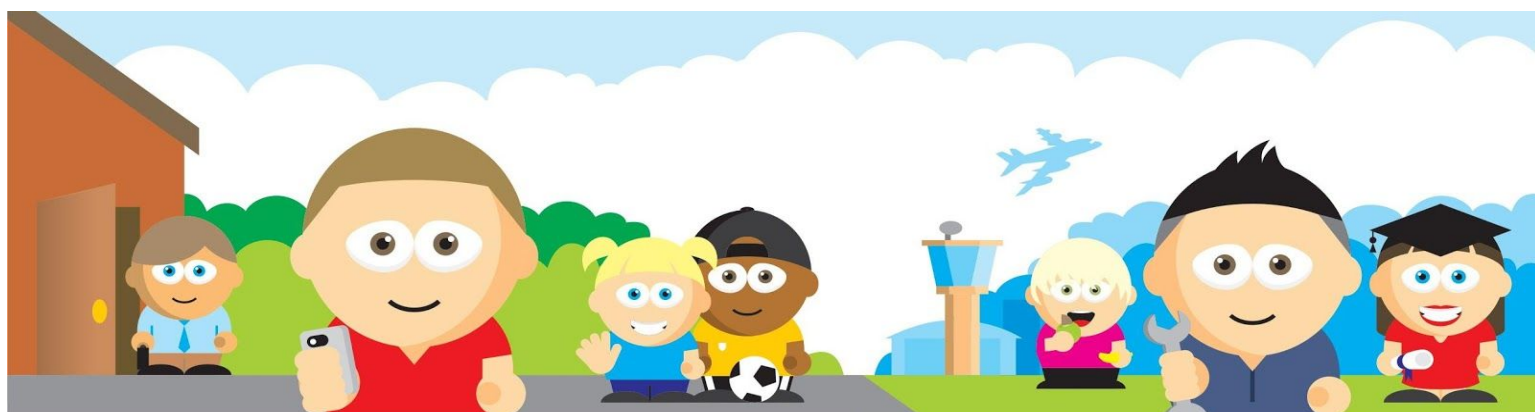
NORTHUMBERLAND

Northumberland County Council

Children and Young People's Handbook

Kyloe House Secure

Children's Home



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WELCOME TO KYLOE HOUSE

How to Find Us

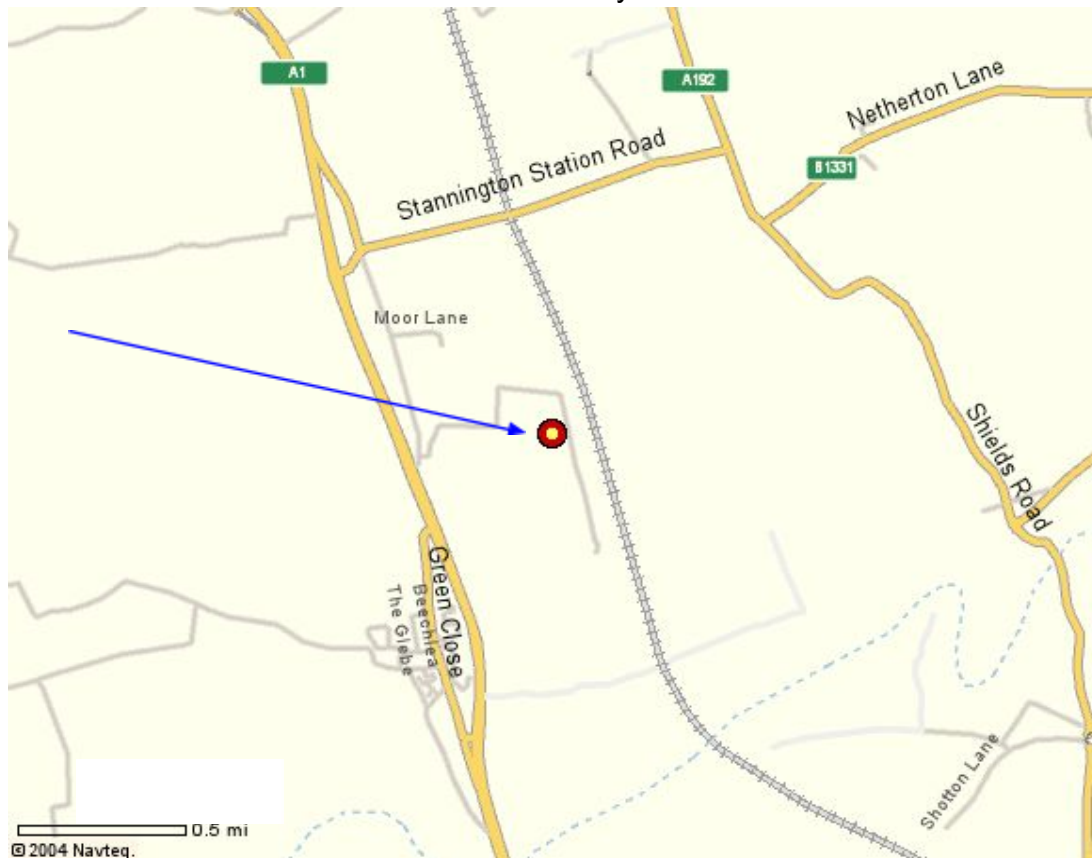
Morpeth and the North

Leave the A1 approximately half a mile south of Morpeth taking the left slip road signposted Stannington Station, Hepscott, Bedlington.

Follow the slip-road, follow road south, parallel to the A1 and turn left (sign posted Netherton Park), follow road around right hand bend, over two road humps and turn right at left hand bend. You are now on the access road to Kyloe House.

From Newcastle and the South

Travelling north on A1 take the slip road signposted Netherton Park and Stannington Station, Hepscott, Bedlington, then follow signs to Netherton Park, follow road around right hand bend, over two road humps and turn right at left hand bend. You are now on the access road to Kyloe House.



Introduction

Welcome To Kyloe House

We would firstly like to offer you a warm welcome to Kyloe House

We appreciate you may be anxious being admitted to Kyloe House, however "We are not a prison" we are a children's home and staff do not wear uniforms. Our role is to look after you and to positively support you through this challenging period in your life.

You will meet young people from different backgrounds and cultures at Kyloe House, you will be treated equally with respect and cared for.

We understand being admitted into a secure children's home may be a frightening experience for anyone, we will all work together to try and look after you.

Kyloe House has two units, one called Willow and one called Alder. Each has six bedrooms, there will be no more than six young people (boys or girls) on each unit. You will have a bedroom of your own with en-suite facilities.

You will meet lots of staff on the unit care staff and teachers - they like to be called by their first names, who support and help to care for you.

We have a school in Kyloe House, which will help you develop your education, skills and qualifications which will hopefully enable you to access future employment or training opportunities when you leave us.

Learning is a very important part of living at Kyloe House, whether it is in school or with staff or each other. We aim to make learning fun and interesting for everyone; we believe that learning to work together, have discussions and live as a group is just as important as learning for useful qualifications.

You will have many opportunities to do lots of different activities. We have a school size gym which can be used for football, netball, badminton and other sports, a cardio gym with full state of the art equipment and an indoor climbing wall. There is a garden, play area and all weather pitch on each unit, which can be used for different activities.

We have a media suite, where you can create your own music and film.

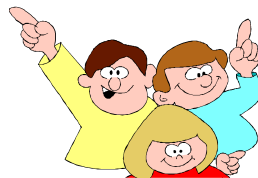
Other facilities and equipment you can access include a TV built in your room, PlayStations, CD Players, DVD's and many more so there is no chance of being bored at Kyloe House.

You may have some concerns about why you or other young people have come to Kyloe House.

Young people come to Kyloe House for lots of different reasons; perhaps you and your family haven't been getting on or you have been in trouble with the Police; whatever the reason, we will look after you and keep you safe. We also keep information private and we ask that you do the same amongst your peers.

Lastly, we would just like to say we hope to make your stay with us as positive as we can.

Staff



Many people work in Kyloe. There are two living units; we have a Service Manager, one Registered Manager and three Assistant Managers. Each unit has 20 members of care staff.

We also have dedicated staff who work in the Control Room (Control Officers) and Administration staff; these teams support the care team manage your stay, this includes your pocket money and Kyloe Credits.

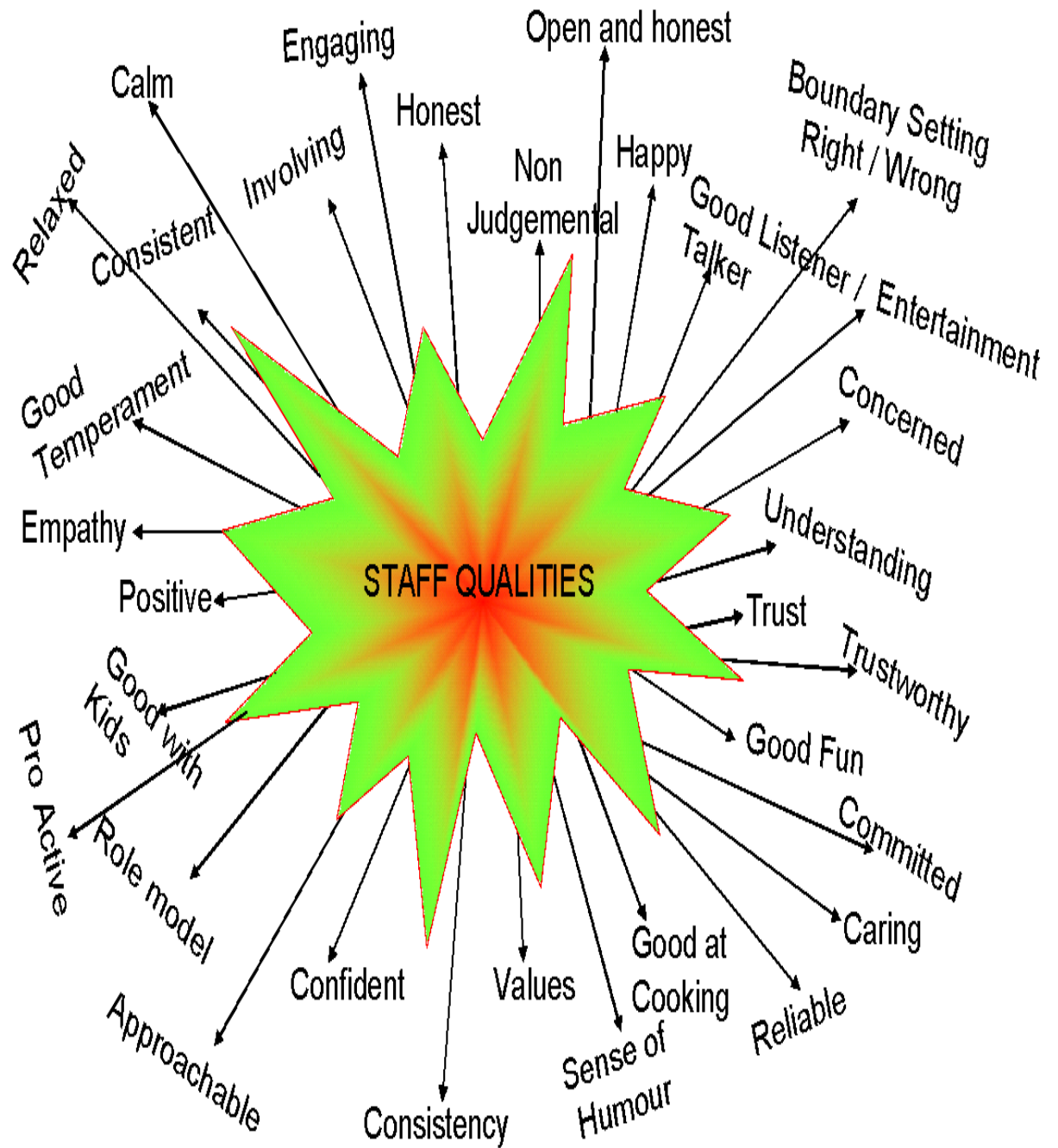
There are Education Staff (The Teachers), who are here to help you with your education. There is a Head of Education and five teachers at Kyloe House who teach many different subjects. Your teachers will also attend your review meetings and will, if invited by you, occasionally attend lunch on your unit.

There is a Domestic worker allocated to each unit, who with you and the other staff help keep the unit clean and tidy; and of course we have the Kitchen team who provide us with lovely food. The chef will visit the unit and speak with the group to see what foods everyone likes.

There is a Site Manager and 2 building assistants, they will ensure all repairs are completed and that the building maintenance runs smoothly.

We also have staff on duty during the night just in case you may need assistance. The night care staff will check on you regularly through the night.

All the staff in Kyloe House are here to help and care for you; just because you may not see them, doesn't mean they are not working to support you during your stay, they do lots of things behind the scene.



Young People at Kyloe House were asked their views and opinions on what makes a good member of staff, this is what they decided on.

Linkworkers



Whilst at Kyloe House, two members of the care staff will become your linkworkers. We will try to ensure that one of the linkworkers will be the same gender as you, if appropriate.

The linkworkers will work closely with you, your family/carers and Social Worker/YOT worker to ensure your care/placement plan is drawn up and that the work is carried out to help you move on.

This work is called Individual Programme (IP work) and it will focus on ways of helping you with some of the difficulties you may have been experiencing.

You will also have a Kyloe House Case Manager, who will be one of the senior staff.

The Kyloe House Case Manager will ensure your placement plan is being managed and ensure Kyloe House is doing it's best for you.

There will be lots of things you will want to know about Kyloe House. Some will be more important than others, but we will try to answer all your questions.

Your Kyloe School



Kyloe House has its very own on-site school.

Our School is bright, well cared for and welcomes you every school day. The classrooms and the equipment in school can also be used during evenings and weekend activities. There are many activities to do in school.

You may be concerned about coming to school or you may love it. Kyloe School is different from all the other schools you may have attended. It is a school which will help you to achieve many things in a short space of time.

There are rules to follow in school; the rules are simple and to help you get

the most out of your stay and learn in a positive manner:

- **Progression** - You will engage actively with their learning.
- **Respect** - Pupils and students collaborate politely with each other and staff at all times during the lesson.
- **Attitude** - Attitude is key to life and Pupils and students will be expected to maintain a positive attitude in class.
- **Initiative** - Pupils and students' learning is their responsibility.
- **Success** - Enjoying and celebrating personal and peer's success.
- **Empathy** - Pupils and students need to understand others and share feelings appropriately.

With your help, we will organise an IEP (Individual Education Plan) especially for you. This means we will try to provide you with the education you need to catch up or to continue where you should be working from. It is all about improving your skills for life.

You will have a teacher as a link tutor who will look after your education and you will see them each day. Your tutor will attend important meetings and let everyone know your achievements and what you might need in the future.

You are able to gain credits each day through a scoring and marking system. This is called the PRAISE system and your tutor will explain how it all works.

Privacy and Confidentiality

At Kyloe House you can be assured your privacy will be respected. You will have somewhere to keep your personal and private belongings safe.

Your files and any individual work you do will be private and confidential to those who are involved in your case. However, we may need to involve others in your IP work, if so we will discuss this with you first. Files are kept in locked cabinets, only people who need to have access to your files will be allowed access.

Should you feel the need for some personal space (time alone), then hopefully you will find your bedroom very welcoming. You can put personal items in your bedroom such as your family photos. All staff recognise the need for a young person's privacy and always will knock before entering your bedroom. If you require your bedroom door locked for your privacy e.g. to use the toilet, shower or just to have some time alone please do not hesitate to ask staff to do this.

Visiting

Ideally, visits from family/carers, friends and other significant people should be made when school has finished or at weekends however on "special occasions" these will be facilitated.

Visits should only be for one hour, because we have 12 young people we have to plan for. However, arrangements can be made for a visit to last longer if needed, especially when people are travelling a long distance.

Generally, all visits should end at 9pm, because we have to help you and all the young people to settle and prepare for bedtime.

Some Facts about Visiting

- The first visit will always be supervised.
- The amount of people who can visit at a time will be decided at one of your meetings or with your Case Manager/Social Worker.
- Only people with authorised contact can visit you
- Some visits may need to be supervised by staff sitting in the same room.
- Under 18's must be accompanied by a responsible adult unless agreed by your Social Worker and Kyloe House.
- Before coming to the main part of the building, visitors will be asked to make sure they are not taking any restricted items onto the unit.

Telephone Calls



Telephone calls can be made to social workers or other professionals during lunchtime or after 4pm. Telephone calls to friends and families/carers should only take place after 4pm. However if there is someone who is important to you who can only be contacted during lunchtime, then this would be agreed by your Link Worker. Weekends are more flexible, but all telephone calls should finish by 9pm.

Telephone calls can be made from your bedroom and there is a private room to make calls. There may be reasons for your call to be supervised, if so, a member of staff will sit with you for the duration of the call or use 3 way telephone facilities; this means a staff member can listen into your call through a different telephone.

Kyloe House pays for your calls; however calls are limited to 20 minutes to allow all young people equal time for calls. There are also free phone lines to the Advocacy Service, Childline and the Northumberland County Council Complaints Officers.

Letters and Gifts



If you receive any gifts, you will need to open the parcel in front of staff to make sure it does not contain anything that isn't safe for you or the unit. If it does, then the gift would be given back to the person who gave it to you. Any letter you receive will also need to be opened in the presence of staff for the same reasons as parcels containing gifts.

Kyloe House will provide stamps for any letters you wish to write and post. You can give the letters to staff and they will put these in the post for you in Admin.

Any type of contact has to be agreed by your Social Worker, parents/carers and Kyloe House staff, this may seem rather strict but it is to keep you safe.

Health Care



On admission (or as soon as possible after) you will be offered a Health Assessment by our School Nurse or the visiting Doctor. Don't worry, this is just to make sure you are in good health and to see if there is anything you may need. You can also request the doctor you see to be the same gender as yourself.

The school nurse visits twice a week and you can request to see her if you feel the need. A doctor can be requested if the school nurse feels it is necessary. You will also have the opportunity to see a Dentist and Optician during your stay.

You will also get the opportunity to meet with a member of our health team to talk about any areas which may cause you emotional stress.

We also have a worker from a drug and alcohol service called SORTED who will speak to you about any involvement or worries you have about drugs/alcohol.

Some young people come to Kyloe House with different problems such as self harming or eating disorders. If you have any concerns that you would like to discuss, gain further information about or support with, then we are here to help you. Please talk to staff, the doctor or nurse - anyone who you feel comfortable with.

On a more personal note, you will be encouraged to bathe or shower once a day

and to keep your room clean and tidy. All the toiletries you need to keep yourself clean and healthy will be provided by Kyloe House.



Should you have any 'special toiletries' requirements relating to your religion or culture, we will provide those too on request.

The hairdresser will visit every four - six weeks (however sometimes there may be reason for that to be flexible, for example when she/he is on holiday). Haircuts at these times are usually restricted to 'trims', any special haircuts or restyles will need to be agreed by your Social Worker, parent/carers and Kyloe House.

Personal Success Programme

PSP is designed to help you manage your behaviour more positively, by helping you identify how you should respond in many situations.

Simply, the more positive your behaviour, the more rewards and privileges you will receive and a level of self-satisfaction. Your aim should be to work through PSP, then manage without PSP having demonstrated a period of settled and positive behaviour. Don't worry if you do come off PSP, you will still receive all the rewards you would get if you were doing well on PSP.

Your linkworkers will discuss PSP in more detail with you.

Responsibilities on the Unit

Yourself

- Having respect for yourself as an individual
- Take care of yourself and ask if you need anything
- Participate in your IP (Individual Programme) sessions
- Talk to staff and ask questions if you want answers
- Aim to keep yourself safe and help to keep others safe

Group Living

- Treat others with respect, recognising that opinions and views of other young people may differ from your own
- Be patient with staff and tolerant with your peers
- Avoid behaviour which may offend others, eg, swearing, talking about offending, name calling, glorification of crime and bullying.

Day to Day Routines and Structures

- Getting up and going to bed at your stated times
- Attend Education
- Attend your unit's group meetings
- Stick to the other rules and expectations on your unit and in education

Respect for the Fabric of the Building

- Help staff to keep the unit clean and tidy
- Treat the unit with respect, recognise the work that goes into keeping standards high, eg, keep your shoes off the furniture, if you spill something, wipe it up etc.
- No graffiti
- If you damage something accidentally, that's OK, but let someone know (No deliberate damage is acceptable)

Anti-Bullying

Bullying can be physical abuse like hitting, pushing, biting and shoving. It can also be name calling, making things up about people, taking things away from people, giving dirty looks, damaging belongings, spreading rumours, threats and intimidation; we do not allow 'bullying' in Kyloe House.

If you feel you are being bullied by anyone (another young person or a member of staff), please talk to someone about it, other members of staff, your family, social worker or an Independent Visitor.

We take bullying very seriously. No-one will be critical of you telling people you are being bullied. You will receive all the help and support you need to get the bullying to stop.

Bedtimes/Waking Times



Bedtimes and lights out are generally determined by age; however the band you have gained on your PSP may also allow you a later bedtime and lights out time.

Age	Bedtime from	Up Until	Lights Out
10	8.45pm	9.15pm	9.15pm/9.45pm
11-12	9.00pm	9.30pm	9.30pm/10.00pm
13-14	9.15pm	9.45pm	9.45pm/10.15pm
15-16	9.30pm	10.00pm	10.00pm/10.45pm
17	9.45pm	10.15pm	10.15pm/11.00pm

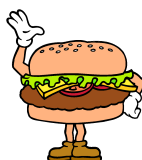
Remember the above times are based on age; they do not include the extra time you can gain from PSP.

On school days you will be woken at 8.00am; however, on school holidays and weekends you can have a lie in.

Morning Tasks

All young people are encouraged to carry out a domestic task each morning after breakfast. These tasks can include washing the dishes, hoovering, polishing and general tidying up of the unit. This helps to keep the living areas clean. You are also expected to keep your own room clean and generally tidy. (staff are pleased to help you if you need it)

Food/Meals



Kyloe House offers all its young people a very wide and varied choice of nutrition and healthy food. In other words, the food is great!

There is a food of the world's night every Saturday. However, if the food is not to your taste or there is a particular food you miss by being away from home, let us know and we will do everything we can to provide it.

If you have a special dietary need because of your health, religion or background, its possible we may not know, so do tell us of any special requirements you have and we will try to provide it.

Staff will encourage you to balance your food intake with exercise.

Religious Observance

Kyloe House will endeavour to meet any religious or cultural needs you may have. Please inform a staff member of your needs or if you wish for a particular person to visit you, i.e. minister, priest.

Meetings



Post Admission Meeting (PAM)

This meeting is held within three days of you moving into Kyloe House. This meeting will discuss what needs to be done in your best interests, how to do it and who should do it. You are encouraged to be part of your plan and say what you think your needs are. It is important to mention anyone you would like to have contact with at this meeting, so that they can be added to your contact list as soon as possible.

Action Planning Meeting (APM)

These meetings are every three/four weeks and are chaired by your Kyloe House Case Manager.

The purpose of this meeting is to ensure everyone is doing what they said they would do at the Post Admission Meeting and to see if anything further needs to be done.

Looked After Children Review (LAC Review)

These meetings are held after four weeks, three months after that, and then every six months.

These reviews look at your Care Plan, your Progress, anything that still needs to be done and what should happen next.

Secure Accommodation Review (SAR)

Approximately one month after coming into Kyloe House, you will have a Secure Accommodation Review.

The main reason for this review is to see if you still meet the criteria to remain in secure accommodation. The meeting also looks at the progress you are hopefully making. Other regular SAR meetings will take place during your stay with us.

Meetings and Independent Reviewing Officers

Within 3 days of your admission we will have a Post Admission Meeting to discuss what needs to be done in your best interest and how we do it. Once again your family, Social Worker and anyone else who is working with you will be invited.

All young people who are looked after in either foster care or children's homes have an Independent Reviewing Officer (IRO). This person will hopefully be your reviewing officer for all of your LAC reviews and will try to meet with you on an individual basis so that you can talk freely about how you are feeling and if you are happy at Kyloe House. Your first review will be within 4 weeks of your living at Kyloe House. After this you will have another review after 3 months then 6 monthly after that. This meeting is for you and everyone involved in your care plan. The meeting will discuss how you are doing and what we need to do in the future to help you achieve your goals.

Your Independent Reviewing Officer's name is:

.....

Contact telephone number is:.....

Remember it is important you participate in your meeting as your views are important to your continuing care and planning.

We do have other meetings such as Secure Accommodation Reviews and Action Planning Meetings which are held 4 weekly and everyone involved in your care planning is invited to discuss progress.

Attendance at Meetings

Lots of different people could attend these meetings, i.e., your family or carers, Social Worker, Linkworkers, Kyloe House Case Manager, Teacher Tutor, Solicitor, Youth Justice Worker and Guardian Ad Litem. Some people will not be invited to attend the meeting if it is deemed in your best interests that they don't come.

However, the most important person who should be at the meeting is **You**.

It is very important for you to attend for your views to be heard and taken into account by the care team. If you feel nervous about speaking in a meeting with a lot of adults, why not write a statement or ask your linkworker or someone else to speak on your behalf.

Remember, it's your meeting.

Young People's Meetings

There are weekly meetings on your unit for young people.

Your attendance is very important, they are your meetings.

The meetings give you the opportunity to voice your views about activities, meals, group living and just about anything you think is important. Staff also attend the meeting; they are there to listen and help you put your views across if needed.

There are lots of other ways to make sure your views are heard. Northumberland's Children in Care Council, Voices Making Choices, meets regularly. The group is made up of young people aged 15-21 who are all in care or care leavers. There are also groups for young people under 15, Young Voices making Choices and for care leavers, Future Route. Your own local authority will have a Children in Care Council - your social worker will be able to provide you with these details.

Regulated Inspections

We are also inspected by an independent person once a month. This is called a Reg 44 visit. This is to make sure we are looking after you properly and to report any problems to Ofsted or senior managers. During these visits the independent person will talk to young people and staff members. They will also look at paperwork which might include information about you.

Contact Details

Reg 43 Inspectors

Tonia Chirnside and Alyson Purvis



Northumberland County Council has identified Tonia Chirnside and Alyson Purvis as Regulation 43 Inspectors. Tonia and Alyson have both worked for Northumberland County Council for over 15 years and have been Contracts Officers for Children and Adult Services.

Tonia can be contacted by:

Telephone: 01670 623293

Email: Tonia.chirnside@northumberland.gov.uk

Alyson can be contacted by:

Telephone: 01670 622791

Email:

Alyson.purvis@northumberland.gov.uk

Children's Commissioner

Anne Longfield OBE is the Children's Commissioner for England.

She has a legal duty to promote and protect the rights of all children in England with a particular focus on children and young people with difficulties or challenges in their lives, and in particular those living away from home, in or leaving care, or receiving social care services.

Her work focuses on making sure that adults in charge, or making decisions, listen to what children and young people say about things that affect them. She encourages adults, including the people making decisions about children's lives, always to take their rights, views and interests into account.

If you feel that the people responsible for care are not valuing your rights you may contact the Office of the Children's Commissioner using the contact details below and ask for some help in addressing any concerns you have.

The Office of the Children's
Commissioner
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT



Free Tel: 0800 528 0731
Email: advice.team@childrenscommissioner.gsi.gov.uk
Tel: 020 7783 8330
Email: info.request@childrenscommissioner.gsi.gov.uk

Clothing



Should you require clothing, it is your social worker's responsibility to organise this and purchase the clothing you need.

Your parents/carers can help to provide you with clothing too.

Kyloe House does not provide a clothing allowance, however, should your Social Worker or parent be unable to buy clothing for you due to distance, Kyloe House may purchase clothing for you on their behalf. Your linkworker will discuss this with you first.

Weekly Pocket Money Allowances



<u>Age</u>	<u>Amount</u>
10	£1.80
11	£2.10
12	£2.50
13	£2.80
14	£3.20
15	£3.80
16	£5.80
17	£6.50

Your pocket money is paid weekly into your pocket money account. Remember to sign all your money transactions in and out.

Birthday Allowances



Age	Amount
10	£9.10
11	£11.20
12	£11.20
13	£11.20
14	£11.20
15	£11.20
16	£11.20
17	£11.20
18	£11.20

Other Celebration Days

If there are any other days in the year you celebrate because of your religion or culture, you will receive an allowance from Kyloe House to help you honour it. Ask your linkworker about this.

You may receive more than our allowance from your social worker as your local authority are responsible for looking after your care needs.

Kyloe Credits

Remember your PSP? The higher the band you are on, the higher the amount of Kyloe Credits you will earn.

Any Kyloe Credits you earn will be paid into your Kyloe Credits account. Kyloe Credits can be spent on an item to keep, choose something that helps you remember your achievement in gaining the credits.

Spending Money



Should you wish to spend your pocket money, staff can purchase the item/s for you, or in some circumstances, we can arrange for a family or other member to shop for you.

Restitution

There may be times when a young person damages other people's property, whilst staying at Kyloe House. If it is believed to be deliberate then you will be asked to pay an amount agreed between yourself and staff, which you will pay towards the repair or replacement of the damaged item. This is to encourage young people to respect others.

This money can be paid from your pocket money or Kyloe credits.

Complaints

You have a right to complain if you feel you are not being looked after properly.

If possible, talk to your linkworkers or your Kyloe House Case Co-ordinator first, or raise your concern at your young person's unit meetings; it's likely they will be able to deal with your complaint.

However, if you feel you can't talk to them, speak to your Social Worker or contact Client Relations. Client Relations visits Kyloe regularly to see all the young people and will be happy to speak to you, in private, if you have any issues or if you're not sure about something.

If you need to make a more formal complaint there are lots of ways to do this:

- Use the "Can I have a word please" form; this is a Kyloe form that the managers or senior staff can respond to.
- Use the "Here's how to sort it!" form; this enables you to talk to the Children's Complaints Officer in Northumberland.
- there is direct line from the telephone in your unit for contacting Client Relations.

Statement from Northumberland County Council

"Should a young person be dissatisfied with an aspect of his/her care, they may wish to contact the Client Relations team to discuss the matter. Client Relations will work with the young person to resolve the matter through

discussion with the relevant people"

Where it is not possible to resolve the matter in this way, or if the young person prefers, he/she can make a formal complaint to Client Relations and an independent investigation is likely to follow. Client Relations will also let the young person know of their right to an Advocate should they wish to have one.

All young people are provided with information about how they can use the complaints procedure at an early point after admission."

Useful Contact Numbers

- Client Relations- 0800 373615 (there is direct line from the telephone in your unit)
- Ofsted - 0300 1231231

If young people need to make a complaint they can contact Client Relations at County Hall.

- 01670 623977
- FREEPHONE 0800 373615 (there is direct line from the telephone in your unit)

If young people would prefer to speak to an independent advocate Action for Children can be contacted by:

- Phone 0191 2724990 or 0800 0850621
- Email necrs@actionforchildren.org.uk

Northumberland County Council Looked After Children Participation Advocacy Service

NCC Participation and Advocacy Officer, Saira Park is available for looked after young people who need advice, support or information and drop in at Kyloe House every 6 weeks. Young people can also express their views about the services they receive. Can be contacted by:

- Mobile 07917266278
Tel 01670 623980
- Address Participation and Programmes Team
Northumbria House
Manor Walks Shopping Centre
Cramlington
NE23 6UR

If young people need to make a complaint they can contact Client Relations at County Hall.

- 01670 623977
- FREEPHONE 0800 373 615

If young people would prefer to speak to an independent advocate - Action for Children provide an external, independent service for young people who need an advocate. The Participation and Advocacy Officer can refer young people to this service although a young person can also go directly to Action for Children if they wish. The contact address for Action for Children is:

Action for Children UK
Newcastle Family Support Service
Wesley House
Bond Street
Benwell
Newcastle upon Tyne
NE4 8BA

Telephone No: 0191 2724990 or 01923361500

Email: necrs@actionforchildren.org.uk

Smoking



Kyloe House is a non-smoking building; this applies to young people, staff and visitors.

Restricted Items/Lockers



The following items are classed as 'Restricted Items' and are not allowed on the units. If you bring any of these into Kyloe House, they must be handed to staff for safekeeping.

Matches	Lighters	Cigarettes
Drugs	Alcohol	Polythene/Clingfilm
Keys	Belts	Ties
Coat hangers	Glass	Pottery
Weapons	Money	Food/ Chewing Gum
Sexually Explicit Material	Electrical Equipment	Jewellery
Aerosols	Razors	Scissors
Tools		

The above list may change. Any item causing concern will be locked away for safe keeping in your restricted locker (basically, your restricted locker is for keeping items that are deemed unsafe to have on the unit), and will be returned to you when you leave Kyloe House.

Restricted Areas



There are some areas of the building you will not be allowed into - the control room, the main kitchen, the loft space, administration block and other young people's bedrooms (unless undertaking work experience).

There are areas where you will always be with a member of staff, these include, the unit laundry, the unit kitchen, the gym, the yard and the education area.

Sanctions

If a young person misbehaves, they may receive a sanction. A sanction is a consequence for behaviours we need to discourage within the Home. Sanctions always reflect the actual behaviour, for example if you had an issue in the gym area your access to the gym may be restricted for a short time period. There is a list of permitted sanctions at the back of this booklet. You have an opportunity to sign this.

Risk Assessment

'Risk assessment' is two words you will hear a lot in Kyloe House.

Basically what it means is if anyone's safety could be at risk by using a piece of equipment, doing an activity, being with another young person or the group or being in a certain room, then staff would not allow the activity to happen or may have restrictions/extra supports because someone could get hurt or the service could be at risk.

Risk assessments work like traffic lights. If one of your Risk assessments is Red it means STOP - the activity can't go ahead. If Amber then the activity may have some restrictions and staff will manage this. If it's in Green then you can go ahead without any problems.

Physical Intervention

There may be times when young people become upset and act out in an aggressive way. They may try to hurt themselves, others or damage the environment. If this happens staff will try hard to talk to the young person, however if they are unable to stop acting in this way and their action may harm others or is a risk, staff will take physical hold of the young person. All staff are trained in managing this type of behaviour and will physically support young people safely. The aim is to help the young person regain control of their emotions and calm down to discuss their feeling and reasons for their actions. Please do not worry about this as staff will avoid physical intervention if at all possible. If you want to talk about this issue more speak to your link workers who will be pleased to discuss this with you.

Fire Procedure



There are various points in the building where you may see a flashing red light on the Unit or in Education this means there could be a fire. **DO NOT PANIC, STAY CALM**, do exactly what staff tell you and they will guide you to a safe area.

CCTV

CCTV is in operation in the grounds and all communal internal areas of Kyloe House. There is no CCTV in your bedroom. Images are monitored for the purposes of security ensuring the safety of young people, staff and the general public.

Searches

Searches in Kyloe House are intended to help protect people. Your room will be searched every day, as will other parts of the building. There may be times we need to search you over your clothing with a metal detector: for example if you have been out of the building unsupervised or after an unsupervised visit.

We understand that searches could be seen as an invasion of privacy and may make you feel uncomfortable, but they do play an important part in keeping staff and young people safe. Your permission and co-operation will be asked for before any personal searches are completed. Searches are completed by the same gender as yourself or if possible someone you request.

Searches are only undertaken if there is a known risk or there is a high likelihood of risk. Searches are not routinely carried out.

Staff do not physically touch you during searches.

Mobility

This may not concern you at the moment but in time you will get the opportunity to go on planned mobility programme. Mobility is a sign that you may be near to being discharged from Kyloe House.

It will give you the chance return to the community and demonstrate you are ready to move on.

Mobility is a chance to go outside the home to agreed activities and hopefully have a good time; it is linked to your exit placement and may also be part of educational interest.

However, mobility will only take place when it is felt to be appropriate, i.e.,

when your behaviour is not seen as a risk to yourself or others, and when agreed at an Action Planning Meeting with your social worker.

For those young people who are placed under condition by the Youth Justice Board, mobility will be decided by their supervising agency, i.e., Y.J.B. or YOS (Youth Offending Service).

Statement of Purpose

A statement of purpose is a document that all children's homes need to produce. It explains what the home aims to achieve with young people while they live in the home. Kyloe House's statement of purpose explains how we look after young people through a safe and caring environment. If you wish to read the statement of purpose then ask any member of staff who will provide you with a copy.

Contingency Planning

There could be a time when the Home and all who live in the Home may need to be evacuated to the open (outside the walls of the building) because of fire, flood or a gas leak. If this does happen, although it would be a very rare occasion, there is a safe area that the staff will take you to. The fire service and police are aware of the need for their help and will support staff in making you comfortable and safe.

Useful Telephone Numbers

Childline	0800 1111
Children's Legal Centre	0300 3305480
Children's Services Client Relations	0800 373615
Ofsted	0300 1231231
Children's Commissioner	02077 838330

Permitted Sanctions That Staff Can Use

1. Curtailment of Leisure Activities

For example, restricted use of:

- Electric equipment
- Gym or sports equipment
- Kitchen
- P.S.P band privileges
- Risk assessment

For a time limited period.

2. Additional House Tasks

Extra chore/s to do if regular daily chores not completed.

3. Increased Supervision

1-1 or 2-1 staffing if young person is unable to respond or has been disruptive may also be in response to risk assessment.

4. Early Bedtimes

Time taken off young person's bedtime privileges.

5. Reparation & Restitution

Completion of a written piece of work on why a young person should not act in an unacceptable manner or agree payment from their pocket money any damage caused through their behaviour.

6. Time with Staff Discussing Incident or Behaviour

This is an example of sanctions. However staff may discuss with you any appropriate sanction that is linked to the incident or outburst.

Suggestion Sheet

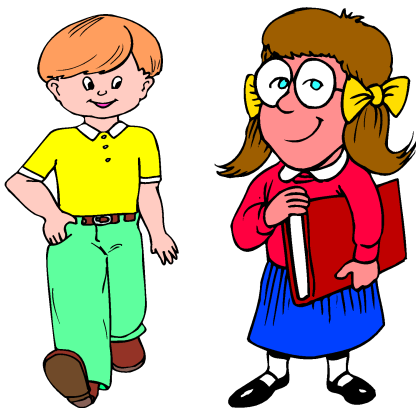
If you have any ideas you think would develop Kyloe House we would be happy to hear from you. Write your ideas on the next page, tear it out and give it to a member of staff. If you need some help to put your ideas down on the sheet ask staff to help you.

Another way to make a suggestion is on your evaluation form when it is time for you to leave Kyloe. We ask all young people to spend time with their school tutor to reflect on their stay at Kyloe House. We value all of your comments, positive or negative; we value your comments and aim to use all suggestions to improve our service.

We would also like to contact you after three months to find out how you are getting on and to see if your stay at Kyloe House has helped your achieve your potential.



Please send your suggestions to:-



My Notes and Comments

A graphic of a spiral-bound notebook. The top edge is a black spiral binding. Below it are four horizontal lines, followed by a large, empty rectangular box for writing.