

# Residential Short Breaks

## Statement of Purpose



Date Reviewed	November 2025
Registered Provider	Derby City Council, Corporation Street, Derby, DE1 2FS
Ofsted Registration No	SC065730
Address	The Light House, St Mark's Road, Derby, DE21 6AL
Responsible Individual	Andrew Kaiser
Homes Manager	Nicola Richardson
Main telephone number	01332 26955
Senior on Duty	01332 256994
Sun Unit (6 bed unit)	01332 256991
Star Unit (4 bed unit)	01332 256954

<b>Contents</b>	<b>Page no</b>
Introduction	3
About the Light House	3
Ethos	5
Environment	6
Makaton Friendly	6
Surveillance	6
Aims and objectives	6
Staffing	7
Staff supervision	7
Staff training and experience	8
The role of the keyworker	9
Admission criteria	9
Emergency admissions	10
Consultation with children	10
Safeguarding	10
Anti discriminatory practice	10
Education	11
Behaviour support	11
Health and safety	12
Fire safety	12
Promoting a healthy lifestyle	12
Medication and undertaking clinical procedures	13
Missing children	14
Contact with parents and carers	14
Transition to adult services	14
Countering bullying	15
Staff guidance on searching a child's possessions	15
Children's guide	15
Team membership and qualifications	15
Complaints and representations	17

## Introduction

This Statement of Purpose outlines the aims, objectives, and ethos of our children's residential service. It provides a clear description of the care, support, and opportunities we offer to children, and how we meet their individual needs in line with the Children's Homes (England) Regulations 2015 and the Quality Standards.

Our home provides a safe, nurturing, and stable environment where children can feel valued, respected, and supported to achieve positive outcomes. We are committed to promoting each child's welfare, protecting their rights, and helping them to develop the skills, confidence, and resilience they need for the future.

This document sets out how the home operates day to day, the range of services provided, and the principles that guide our work. It also explains how we ensure that children's voices are heard and how we work in partnership with families, social workers, schools, and other professionals to achieve the best possible outcomes.

We aim to create a warm and supportive home environment that provides consistency, compassion, and opportunity. Through high-quality care and strong relationships, we seek to help every child reach their full potential and move forward with hope and confidence.

## About the Light House

The Light House offers residential short breaks for children aged 0-17 years with a range of disabilities.

The home is situated close to the City Centre and is purpose built with a range of facilities including equipment, aids and adaptations to help meet the needs of the children with more physical needs.

There are 10 single residential bedrooms with en-suite facilities. The building is separated into two distinct areas – one with 6 bedrooms (known as 'Sun') and one with 4 bedrooms (known as 'Star'). Star helps to meet the needs of children with behaviours which challenge and accommodates a maximum of 4 children residing at any one time. Sun helps to meet the needs of children with multiple disabilities, complex medical needs, and physical impairments.

Sun consists of:

- A lounge and dining room.
- Six bedrooms with en-suite toilet, shower, and wash basin.
- Overhead tracking.

- Communal play area.
- Sensory room to provide a stimulating experience.
- Clinical room, where medication is stored.
- Assisted bathroom.
- Separate kitchen.

This is a photo of one of the bedrooms on Sun

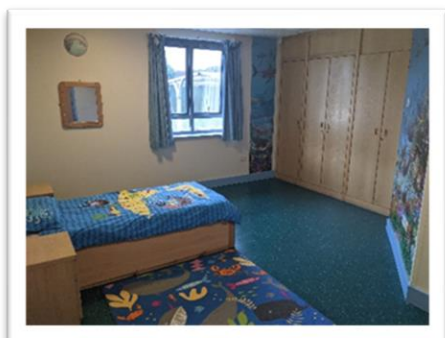


Star consists of:

- Four bedrooms (Space room, Sports room, Jungle Room and Plain room) all with en-suite showers, toilet, and sinks (one with double bed).
- Lounge.
- Dining room.
- Soft playroom.
- Sensory room and lounge.
- Assisted bathroom.
- Separate kitchen.
- Clinical room for the storage of medication.

One of the bedrooms on Star has limited decoration as we are aware that some children need a low stimuli environment. This is to help children regulate their high sensory needs.

This is a photo of one of the bedrooms on Star, which is decorated.



Star has a garden and play area containing a tarmac track for quad bikes and a garden for growing vegetables and flowers.

We have a trampoline and 4 go-karts for children to play on. The second garden attached to Sun contains sensory raised beds and outdoor recreational play equipment for children who are more physically disabled. This includes a wheelchair swing and a wheelchair roundabout. Both garden areas are safe and secure and are accessible from the building via separate patio doors.

The home also has one minibus that is frequently used for planned and unplanned visits and outings. The minibus has wheelchair access.



The service is open up to 6 nights per week all year round, except for Bank Holidays when we close. Children may have access to the facility for day care/tea visits or for overnight care depending on their individual Care Plans. There is no charge for children accessing the service.

The home employs a range of qualified Residential Child Care Workers to meet the needs of the children in residence.

## Ethos

The Light House offers short breaks to children so they can enjoy, achieve, and experience an independent social opportunity in a homely environment, giving parents and carers a break. The Light House promotes play and stimulation with appropriate peer and friendship groups. All children are assessed for the appropriate groups, so they are safe and happy. Planning is paramount in addition to risk assessment of peer groups.

An Independent Visitor visits monthly to conduct a Regulation 44 inspection, and the Registered Manager ensures that a Regulation 45 report is completed every 6 months.

## Environment

Sun and Star are located in their own separate environments and meet the diverse needs of the children. Staff are consistent across the home. There are separate entrances into each area and each area is self-contained. The Home was purpose built to meet the specific needs of these children and contains appropriate equipment. The safety needs of each group of children were a significant feature in the designs of Sun and Star.

## Makaton Friendly

The Light House has achieved the Makaton Friendly Bronze status in August 2023. Our Makaton ID is 240968. Makaton Friendly is a unique partnership programme which helps organisations and communities to improve accessibility for anyone living with learning or communication difficulties. The scheme drives inclusivity to help create a fairer and more tolerant society for all.

## Surveillance

**Cameras in corridors:** We have cameras installed in the corridors which are used to monitor activity such as children entering and leaving their bedrooms. These cameras do not cover any other area or rooms. These cameras are used overnight when night staff need to be able to observe if any child has left their bedroom. The cameras do not make any recordings.

**Cameras in bedrooms:** We have cameras installed in some bedrooms. These cameras also have audio. The cameras do not make any recordings. These cameras are used where the children require additional monitoring when alone in their bedrooms. This could be at night or during the day and tends to be children with unstable epilepsy or other health needs. Each child will have an individual risk assessment that states the level of monitoring they need.

## Aims and objectives

The philosophy of the service is that children with disabilities should be treated first and foremost as children, but they may have special needs because of their condition or impairment. The service aims to provide an experience of care that is sensitive to each child's individual needs, and this must include support of their racial, gender, cultural, religious, and sexual identity (in line with the City's Equality Statement and our Heritage and Diversity Pledge).

The philosophy of the service is underpinned by children's rights, in particular the right to protection and social justice, valuing children for themselves and giving their needs primary consideration. In meeting the wider needs of the child, the service acknowledges the importance and value of supporting their parents, carers, and families.

The wider network of services for children is also important and there is an emphasis on multi agency work, for example schools, health, and the voluntary sector, etc. There is a strong commitment to involve children in the local community, through the use of local amenities and leisure facilities, and finding ways through barriers to social inclusion.

## Staffing

The home is staffed by social care Residential Child Care Workers (RCCW) at two different levels, along with night care staff at two different levels. During day shifts there are RCCW Level 3 staff who are the 'shift leaders' and have additional responsibilities for co-ordinating shifts and managing other staff. Overnight, the Senior Night Care Assistants undertake this role.

The level of staffing on Sun and Star depends on the individual needs of the children in residence. For example, children who require a high level of support to meet their social and behavioural needs often require a high ratio of staff, even if the group of children is small. Children with multiple impairments and complex health needs may require an individual package of support, including staff with additional clinical training.

All the children with physical disabilities accessing Sun require sufficient staff to help with moving and handling needs. All the children have individualised, holistic care and health plans which are reviewed regularly to help meet the needs of the children who use our service.

Our service is staffed over a 24-hour period which includes waking night staff between the hours of 10pm and 7am who are trained to meet the needs of the children in their care.

## Staff supervision

All staff have regular supervision, in accordance with Derby City Council procedures, with their line manager and group supervision through team meetings. Supervision is undertaken in private, and notes of all discussions are made. Areas for discussion include casework, future planning, staff development needs including training, reflection/feedback on performance and any personal issues. Support staff receive group supervision.



There is a manager on duty whenever possible who is available to discuss challenges as they arise or for the purpose of consultation on a range of issues. Supervision forms an integral part of the overall performance management and staff development process. This culminates in regular Great Performance Conversation (GPC) appraisal meetings where individuals will evaluate, with their line manager, their performance, achievement of goals and objectives to date; as well as setting goals for the coming year, which are underpinned by the values and ethos of the service.

## **Staff training and experience**

Most staff have either undertaken, or are undertaking, Level 4 – Apprenticeship in Residential Care or Diploma Level 3 which was known as the NVQ 3. The managers have NVQ in Management Development, some with NVQ 4 in Care or other professional qualifications. In addition, many staff have related qualifications, such as Teaching Certificates, Nursery Nursing, Youth Work, or other degrees, and all have diverse background of different cultures, life experiences and social circumstances. Many of the social care staff have extensive experience working in mainstream residential care in addition to their specialist disability experience.

Derby City Council has its own training section which offers a wide variety of training for staff. Managers meet 3 monthly to discuss training and the needs of the staff. The training section brochure is available to all staff, and they are encouraged to discuss their training needs in supervision. Some training is mandatory for all staff (for example: Safeguarding, Assisting and Moving, Emergency Paediatric First Aid, Fire Safety Training, Makaton Level 1, Epilepsy and Gastrostomy, PROACT SCIP) but other training will be as a result of a discussion in Supervision or GPC.

Training is a priority at the home and is encouraged by all managers. There may be a number of staff within the team who further their own development by becoming trainers or influencers in specialist areas in order to aid training and further development for their colleagues. Trainers hold a qualification in their chosen area and are assessed on a regular basis to ensure that their standard of training is up to date and appropriate to the service, e.g. Manual handling. All staff have completed e-learning, which is on-going. Managers have completed a Health and Safety Rapid Appraisal.

There are opportunities for staff to attend other training on issues such as Autism, Assertiveness, Confidence Building and Attachment. Level 3 RCCWs also have lead roles in areas such as Autism, Communication and Makaton Intensive Interaction, Suction oxygen and other clinical tasks, Sleep training, Sexuality and Self-exploration, Makaton Level 2 -4, TAC PAC etc.



## The role of the keyworker

Every child is allocated a keyworker. The keyworker contacts the family as soon as possible after the child is accepted for a service. The keyworker is involved in setting up the child's file and Care Plan so that the wishes of both the child and carers are taken into consideration and to ensure that the child's stay is as enjoyable as possible and as consistent with their home routines as possible.

The keyworker liaises with specialist health teams such as dieticians and the epilepsy team to take responsibility for the medical aspects of the child's Care Plan. The keyworker remains in contact with the family throughout their time at the Light House. In addition, they will liaise with schools, therapy teams and other agencies, write review reports and generally advocate for the child's wishes and needs as far as possible.

All children with physical disabilities have a Manual Handling Plan which is updated annually or as required and bed rails risk assessment, which is updated every 6 months with the Occupational Therapy team.

All children have 6 monthly reviews chaired by an Independent Reviewing Officer or Team Manager. Keyworkers send a report to these reviews highlighting the need and wishes of children and sharing images of activities and visits the children have experienced and celebrating their child's progress. Care Plans are updated in line with reviews to ensure that they are up to date.

Keyworkers also have responsibility to attend reviews and carers, and other professionals are also invited.

## Admission Criteria

A Vulnerable Children's Meeting is held once a week where all new referrals are discussed by a multi-disciplinary team based at The Light House. Updates on current referrals and open cases are also provided.

When residential short breaks are allocated, a keyworker is nominated, and work begins on a more specific Care Plan. This becomes a working document for staff in order to be able to work consistently with the child and to ensure that the child's needs are fully met. All new admissions are subject to a review of service after 3 months in order to ensure that the service is appropriate.

All children accessing the service must be well despite their disabilities.

## Emergency Admissions

Although The Light House is a planned service there may be occasions when a child is admitted on an emergency basis to protect them. The basis for this admission would be an extended or unplanned period of respite only, with the child returning home afterwards. These occasions are rare, and we would endeavour to resolve the emergency in a safe and planned way, as soon as possible, and with as little disruption to our normal service.

## Consultation with children

Staff encourage children to make choices about their everyday life. Prior to each child's review, the Keyworker works with the child to ascertain their wishes and feelings in regard to their stays in the home, these views are presented at the Review. Children are encouraged to attend their own Reviews where this is appropriate and beneficial to the child. Review reports reflect the consultation with children and parents and how staff have consulted regarding their wishes and feelings on the service they receive. Plans are reviewed six monthly. The Review Chair is an Independent Reviewing Officer or Team Manager, depending on the complexity of the care package, which could include Direct Payments and Community Support.

The service has a participation policy and specific guidance for staff to assist them with this area of work. Staff are experienced in a variety of communication methods including Makaton, PECS, Signs and Symbols and individualised communication systems that children may bring with them. These are all in consultation with the child or young person's school.

The children's targets are discussed to ensure all children have appropriate outcomes. All targets/outcomes are logged in the child's file and updated at reviews. Keyworkers update these regularly by monitoring and consulting with schools. Targets are deemed to be realistic and achievable for children. They are discussed with carers at their reviews.

## Safeguarding

All staff are trained in Safeguarding Procedures and receive regular updates. It is central to our work with children. The unit adheres to Local Safeguarding Children's Partnership procedures and are fully aware of what to do if safeguarding concerns arise.

## Anti discriminatory practice

We adhere to Derby City Councils' Policies on equal opportunities both for staff members and service users. We have a non-discriminatory practice approach and do our utmost to fulfil the needs of all children from all cultures whilst in our care. This may vary from specific

dietary needs of both children and staff; adherence to specific care plans for children with autism or attempting to create a more accessible environment for children with physical disabilities.

## Education

The education of children continues while they stay in term-time and the Education Service provides transport to and from school in most cases. All of the children who attend have an EHCP and attend one of the various SEND schools in the area. Keyworkers consult schools regarding care of the children and strive to attend all Transition Reviews at school. Where appropriate we support schoolwork. We attend school events when possible.

## Behaviour Support

Our staff adhere to the law regarding sanctions in children's homes. We have guidelines in all sanction books regarding the use of permitted and non-permitted sanctions in accordance with the guidance in the Children's Homes Regulations 1991, (and amended Regulations 2015) and the Children Act 1989. Sanctions are not used, but when there is a need; techniques such as 'time out' for a child are used and these are time limited, and trauma informed. Practice is to reward positive behaviour and praise of a rewarding activity. A child with needs that can be challenging may have specific programmes to aid staff in the management of this.

Forms of control that are never used and are not permissible include deprivation of food, drink, sleep, medication and contact with significant persons.

All the children who attend the home have 'personal profiles' as well as Care Plans to further aid staff to work in the correct manner with the children. These are specific Care Plans, and they give the worker more detail about the child's likes and dislikes. They contain action plans and risk assessments sections. Annual reviews of plans take place both at the home, and via education, where these plans are discussed and updated.

Staff are trained in PROACT SCIP techniques which is an aid to good practice in challenging situations and works in a proactive way to divert children from negative behaviours and promote positive behaviours.

Deputy manager is a qualified PROACT SCIP instructor who leads regular practice/reflective sessions throughout the year in addition to mandatory refresher training.

Regular monthly meetings are held to discuss individual behavioural plans and targets, this is highly successful in providing a consistent, positive approach and therefore the children have been happy and settled, and the incidents of aggression have been minimal. This has enabled staff to have additional supportive time to communicate and reflect upon the needs of the children.

## **Health and safety**

The home is subject to Departmental of Health and Safety policies and displays a Health and Safety poster in the main office. All staff have a responsibility for keeping themselves, their colleagues, and the children in their care as safe as possible. The usual procedures are followed when accidents or injuries occur, all relevant paperwork filled out and copied to the City's Health and Safety Officer and followed up where necessary. Health and Safety issues are regularly discussed at staff meetings and are an agenda item in all staff supervisions.

There is a Risk Assessment file on both Sun and Star, which contain the risk assessments. Staff read and keep up to date with them.

Significant incidents are dealt with in accordance with the Ofsted standards and departmental policies.

## **Fire safety**

The building has a fire certificate and is fully alarmed in accordance with the Fire Regulations. The fire alarms are tested weekly and full evacuations of the building take place 4 times a year, with 2 at night. All equipment is tested when due by LIFTCo company contractors, the results of which are recorded in the Fire file.

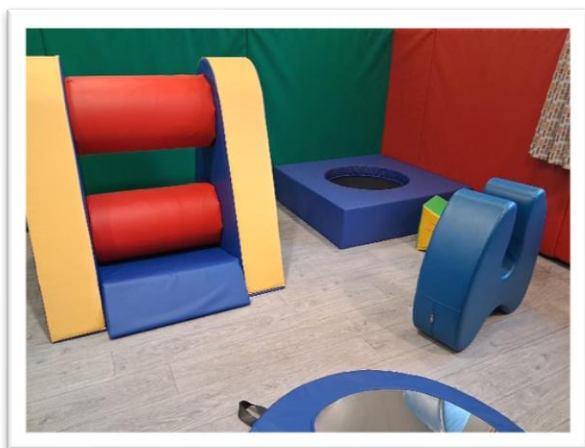
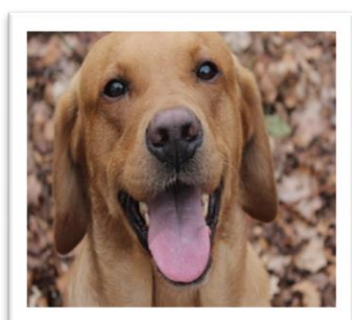
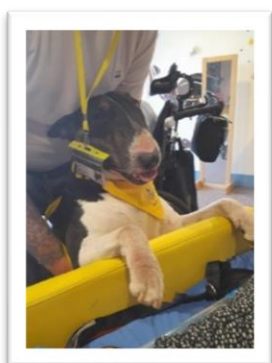
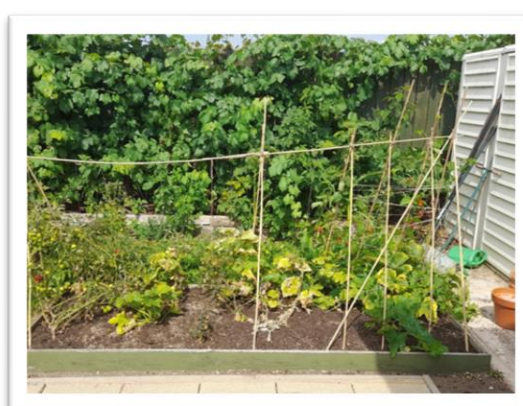
All staff receive Fire Training annually (six monthly for night care staff). Correct procedures for evaluation of the building at any time of day are part of our induction process and all staff are made aware of these. All staff have completed the e-learning corporate fire awareness training.

## **Promoting a healthy lifestyle**

Staff promote a healthy lifestyle through diet and activities.

We have a garden and allotment to promote fresh food. Children are encouraged to be involved with this from the planting and growing to harvesting and eating the produce. We promote activities which encourage children to be more active; dancing, walking, positioning

out of wheelchairs, bath fun time, outdoor play, scooter, and gardening and walking of our therapy dogs that visit us weekly.



## Medication and undertaking clinical procedures

The home adheres to the DCC Medicines Management Policy and Procedures. Consent is taken from parent/carers for the administration of medication at the Light House and this is then reconciled with either the General Practitioner or the Paediatrician. Once this process

has been completed the medications are transcribed in line with the DCC transcription policy.

Social care staff are trained to conduct some clinical tasks to enable continuity of care for children.

The training is a combination of classroom work, workbooks, observations, and competency testing. We have useful links with the Complex Behavioural Service and Child and Adolescent Mental Health Service. Any child who becomes unwell during their stay will be given appropriate first aid/medical attention but is likely to be sent home to prevent infection other children, and to enable safe staffing ratios to be maintained.

## Missing children

Should a child go missing from the home, staff follow the Missing Person's Protocol, and each young person has an individual missing form. If a search of the building proves negative, an immediate search of the local vicinity will be conducted by as many staff as can be safely released whilst the senior on duty contacts the police without delay. Local police have had a copy of the flow chart and are aware of the vulnerable children at The Light House and the need for immediate action. There is the protocol in all Care Plans. All staff are aware of the protocol.

Parent/carers will be contacted immediately and all events recorded. Afterwards, an investigation would be launched and risk assessments drawn up to prevent reoccurrence. Ofsted would be informed.

## Contact with parents and carers

Telephone contact is welcome. Staff contact parents with queries about medication, equipment that a child may bring, or if a child appears 'out of sorts'. Children have the use of a private phone if they wish to contact their parent or carer, or they may wish a member of staff team to do this on their behalf.

## Transition to adult services

A transition group meets bi-monthly to discuss children who are coming up to adulthood in order to try to facilitate a smooth transition to adult services. The group has representatives from both children's and adult social care, health, and education.



## Countering bullying

Should bullying occur at the centre, staff would discuss strategies to counter the problem, and all staff would adhere to the decisions agreed. It is possible to offer a short break at different times in order to alleviate a specific problem.

## Staff guidance on searching a child's possessions

Derby City Council has a comprehensive policy on searching a child's bedroom, which can be found in the children's Residential Policies and Procedures.

## Children's guide

We have a child friendly booklet about the service to help children understand their stays at the centre.

## Team membership and qualifications

Name	Job title	Qualifications	Start date
NR	Registered Manager	Level 3 Diploma Care of Children & Young People Level 5 in Leadership & Management	01/11/2019
AM	Deputy Manager	Masters in Social Pedagogy Specialisation Rehabilitation Started Apprenticeship Level 5 May 2025	15/12/2008
NW	Deputy Manager	NVQ 3 Caring for Children & Young People To start Apprenticeship Level 5 in 2026	29/09/2025
SW	RCCW Level 3	NVQ 3 Caring for Children & Young People Level 5 Diploma Leadership & Management in Residential Childcare Degree in Community Regeneration & Development	03/03/1987
HE	RCCW Level 3	NVQ 3 Caring for Children & Young People NVQ 3 Childcare Learning & development	19/11/2007
Vacancy	RCCW Level 3		
SW	RCCW Level 3	Level 3 Diploma Caring for Children & Young People	01/11/2019
VM	RCCW Level 3	Starts Diploma Level 3 September 2024	25/02/2023
MD	RCCW Level 3	Level 4 – Apprenticeship in Residential Care – started December 2022	07/07/2021
RB	RCCW Level 3	Level 3 Diploma Care of children and young people	09/01/2019
KS	RCCW Level 3	BA Community, Health & Social Care NVQ 3 and 4 in Health & Social Care	06/05/2025
DC	RCCW Level 2	NVQ 3 Caring for Children & Young People	01/04/2004



Name	Job title	Qualifications	Start date
DC	RCCW Level 2	Level 3 Diploma Care of Children & Young People	01/04/1995
BS	RCCW Level 2	NVQ 3 Caring for Children & Young People	01/05/2006
JW	RCCW Level 2	Level 3 Diploma Care of Children & Young People	01/10/2003
Vacancy	RCCW Level 2		
Vacancy	RCCW Level 2		
JF	RCCW Level 2	NVQ 3 Caring for children and young people	01/04/2004
JW	RCCW Level 2	Level 3 Diploma Caring for Children & Young People	09/12/2019
SM	RCCW Level 2	Diploma Level 3 completed September 2024	15/04/2020
MW	RCCW Level 2	Level 4 in Residential Care Apprenticeship (started in September 2022)	09/12/2019
MH	RCCW Level 2	Level 3 Diploma Care of Children & Young People	09/12/2019
CM	RCCW Level 2	Teaching Assistant Diploma Level 3 Level 4 in Residential Care – Apprenticeship Level 4 started in January 24	06/01/2020
LI	RCCW Level 2	Diploma Level 3 Health & Social Care (Adults) Level 4 – Apprenticeship in Residential Care – achieved October 2024	06/01/2020
JE	RCCW Level 2	Diploma Level 3 achieved October 2024	01/05/2021
LC	RCCW Level 2	Started Enrolment for Diploma Level 3 October 2024	18/05/2024
AV	SNCA	Diploma Level 3 – Early Years Started Enrolment for Diploma Level 3 September 2024	29/07/2019
MN	SNCA	Health & Social Care Adults & Children level 2 and 3 - Diploma	01/04/2020
Vacancy	SNCA		
EH-W	SNCA	Diploma Level 3 June 2025	09/09/2024
JW	NCA	Level 3 Diploma Care of Children & Young People	13/03/2006
DP	NCA	To start Diploma 2026	01/10/2025
DC	NCA	Started Diploma Level 3 (June 25)	16/07/2024
Vacancy	NCA		
HC	Housekeeper in Charge		05/09/2024
RF	Domestic Assistant		23/12/2024
RM	Domestic Assistant		19/02/2025
HC	Cook in charge	NVQ 3 Kitchen/Adv Food Hygiene	02/05/2012
DC	Cook in charge	NVQ 3 Kitchen/Adv Food Hygiene	01/04/2015

## Complaints and representations

Our aim at the Light House is to make sure the children in our care receive the best quality care possible and that their stays with us are happy, safe, and stimulating. All complaints therefore are taken seriously and dealt with quickly, sensitively and in a professional and sincere manner. If the problem cannot be successfully dealt with at this stage, the next level of the complaints procedure is instigated.

Complaints should be addressed to one of the following:

Nicola Richardson  
Homes Manager

Email: [thelighthouse@derby.gov.uk](mailto:thelighthouse@derby.gov.uk)

Ofsted  
Duty Inspector  
National Business Unit  
Royal Exchange Building  
St Anne's Square  
Manchester  
M2 7LA

Tel: 0300 123 1231  
Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)