



THE BUNGALOW

STATEMENT OF PURPOSE



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1. Quality and Purpose of Care

1.1 Our Ethos

Next Stage is committed to implementing a child centred approach in all aspects of every day working with the young people. Our ethos is to provide care that is focussed on the individual needs of each young person. This takes place within the legislative framework of the young person's care plan and the revised Regulations and Quality Standards for Children's homes.

We provide a range of activities to entertain, develop and stimulate young people. We aim to work with the young person and their families/carers, as well as all other relevant professionals, to find a way forward. We look to analyse the causes or communicative functions of challenging behaviours to enable constructive work. A key part of what we do is to enable young people to participate in Society and their local community. These skills are developed by the staff team in encouraging young people to take an active role in making choices at an age/ability appropriate level. This will always involve consultation with young people based on aspects of their care. We respect individuality and actively promote Equality and Anti-Discriminatory behaviour. We respect Cultural and Religious Beliefs and have a holistic approach to encouraging development.

Within the Ethos for Residential Services, the overall aim of 'Next Stage' is to work in partnership with the Young People, those with parental responsibility and other professionals to offer a warm and sustaining environment, which will help to: -

- Address the difficulties that led to the young person being accommodated.
- Where possible support a return home or maintain links with family members.
- Where a return home is not possible, support the move to other alternative independent accommodation within the community. Next Stage 4 Life are in a position to link up with our company Next Stage A Way Forward who specialise in supporting vulnerable young people in the community.
- Ensure that young people are helped to develop the necessary skills and knowledge in order to prepare them for independent living, as well as develop appropriate Pathway Plans alongside the appropriate Leaving Care Team.
- Enable young peoples to access services from other agencies in order to promote their Health and Education. The young people will be supported to access local health provisions within the area. Next stage is passionate about the education provisions for young people and endeavour to seek out the correct education provision that will best suit the young person.
- Ensure young people are involved and consulted in decisions about their lives and the development of services.

- Ensure that services meet racial, religious and cultural needs of young peoples within the companies' policies

Under section 17 of the Children Act 1989, social services have a general duty to safeguard and promote the welfare of children in need in their area.

The Bungalow will consider the accommodation of children and young people who are deemed to be a "child in need" under section 17 and will work with the local authority and family as appropriate in reviewing the provision of service in accordance with the needs of the child/young person.

1.2 Accommodation at The Bungalow

The Bungalow is an individually built bungalow located in the highly prized semi-rural village of Charnock Richard. The Bungalow backs directly onto rural, green belt farmland and is near to Yellow Valley Country Park, Chorley Town Centre, which has Market Walk for various shops, and various golf courses.

The Bungalow has a lovely private rear garden, which again faces directly south. There is a good size drive running along the side of the bungalow with plenty of parking space and a small front garden.

The property is spread over one floor:

- Kitchen/ Dining Room
- Lounge
- Chill Out Room
- Utility Room with cloakroom
- Up to Two Young People's Bedrooms
- Main Bathroom
- Staff Office/ Sleep-in
- Staff Sleep-in room
- Staff Bathroom

1.3 Organisational Structure

Next Stage '4 Life' is part of Next Stage 'A Way Forward' which has successfully operated within the social care sector for over 11 years. Next Stage 'A Way Forward' delivers high quality care to vulnerable adults in the community, as well as a successful after care service for 16 – 18 year olds. Next Stage 'A Way Forward' consists of; a Human Resources Department, Finance Department and a registered College based at main office in Westhoughton. These facilities also support and help run Next Stage 4 life.

i. Particulars of Young People Placed

The Bungalow offers a service for young people aged 7 to 18 years of either gender. Any young person remaining at the home beyond their 18th Birthday will only take place if there is a clear pathway plan in place with an end date and it has been assessed that the young person who has reached their 18th Birthday and is now an adult does not have an impact on the other young person placed at the home.

The Bungalow caters for up to 2 young people. Although the service is not aimed at young people who have severe physical disabilities, severe learning difficulties or sensory impairments, some disabilities or moderate to mild learning needs can be met following suitable planning.

We support young people from a wide variety of backgrounds of differing circumstances. These include for example, those who pose a risk to themselves or others, those unable to live in a family setting, those with behavioural or other difficulties and those who need intensive support. We have a good reputation for working tirelessly with all relevant professionals to ensure the package of care we provide is right for each young person. Our Placements are reviewed regularly in order to best safeguard our vulnerable young people.

The young people who require this service are likely to have Educational Needs, such as, Behavioural Difficulties, repeated or permanent exclusion or an inability to manage within mainstream education. Other services such as CAMHS may be necessary to complement the Care and Placement Plans.

1.4 Arrangements for Care Planning and Review

Placement Plans are closely connected to Care Plans. These are reviewed at LAC Reviews as required based on the young people. An initial Placement Meeting would be planned within 7 days of a planned admission, or within 72 hours of an emergency placement. Following the initial placement meeting a review can be six monthly at a minimum depending on the young person's needs. Such reviews are chaired independently.

As the Placement Plan includes day-to-day issues, it is reviewed regularly. All Young People have a nominated key worker who, not only keeps the Placement Plan up to date, but ensures that any potential or identified issues are communicated with the staff team. Where necessary the Placement Plan is reviewed in consultation with the young person, social worker and family members between statutory reviews. This is called the Child Placement Plan Minutes.

The key worker ensures that their young person has access to and receives support from appropriate services, e.g., ensuring clothing allowances are spent, that pocket money is correct, liaison with school and family, parents evenings and education meetings are used properly, etc. These duties arise directly from Placement Plans.

As mentioned previously we ensure that placements are reviewed regularly to ensure we are the best matched to our young people. If it is deemed by all professionals that a young person cannot be kept safe for any reason, we would work tirelessly to ensure a positive transition to a more appropriate placement geared for their specific needs.

1.5 Supporting Young People's Religious and Cultural Needs

We recognise the importance of addressing the needs of Young People with regard to their religious persuasion, racial origin, Cultural and Linguistic background, etc. This is in line with the company's policy on equality.

We ensure that where a Young Person has expressed a religious need, they are consulted, which is then detailed in the Care Plan and Placement Plan. Where young people wish to follow their faith and observe its principles, staff will support and encourage them wherever possible by having consultations with both the young person and their family.

Staff are trained in Equality and Diversity and are fully aware of their anti-discriminatory working practice. We aim to ensure all young people have the opportunity to access information and relevant services that ensure their Religious and Cultural needs can always be met. Should their Religious or Cultural background fall into the minority within the house, staff will make attempts to learn and educate other young people to prevent isolation and bullying.

1.6 Arrangements for dealing with Complaints

Young people are encouraged to discuss their point of view or raise difficulties with staff in order to offer immediate reconciliation or solutions. If a young person wishes to take an issue further and it cannot be resolved within the home, then the company has a complaints procedure for young people. Where a complaint is dealt with in the home, it is recorded on the complaints log, which can be found in the home, along with details of how the complaint was resolved.

The complaints procedure is explained in the young people's guide which is given to all young people upon admission. Should young person wish to make a complaint they are able to complete Complaints Form which are readily available in the dining room.

Upon admission the young people are given the young people's guide which will include the telephone numbers of the following:

- Independent reviewing officer
- Social worker
- Advocacy service
- Young people's Rights Director
- Ofsted

Individual Advocates visit the home and are able to advocate on behalf of the young people directly with staff or within the complaints process.

Details of the complaints process and procedure are available to any individual upon request. At the point of admission to the Home, each young person is given a copy of the procedure.

2 View's, Wishes and Feelings

2.1 Arrangements for Consultation

All young people are encouraged to attend and actively contribute to their LAC Reviews, Placement Plan and Care Plan. All young people are encouraged to participate in reviewing

their Placement Plan with their keyworker as their views on how they should live and the arrangements for their care are critical. All young people have the right to the best quality care. Their point of view reliably informs every aspect of the Placement Plan.

The young people will have the opportunity to receive monthly consultation with the registered manager or the deputy manager in order for the young people to air their views in a confidential setting and reflect on their placement.

The young people receive a minimum of one key work session per week this is to look at any area to be developed in their everyday living at The Bungalow and help to achieve positive outcomes for the young people. During these sessions, they will be asked to complete a young person feedback sheet on a monthly basis.

Consultation meetings or young person's meetings are held at a minimum of one every two weeks. An agenda list is available to the young people at all times where they can write any agenda points, they wish to be addressed during these meetings.

Consultation and participation extend to the future of the service, both at address and elsewhere. Young people are encouraged to participate in service development.

2.2 Policies and Approach

i. Anti-Discriminatory Work Practice

The anti-bullying guidance is followed in line with our **Anti-Bullying Policy**. We aim to raise awareness and educate young people who engage in bullying behaviours within the house. The Anti-Bullying Policy and **Safeguarding Children and Young People from Abuse Policy** guides detail daily practice for dealing with bullying and abuse whether experienced or witnessed within the house or the community. Staff are trained to recognise and manage bullying and abuse during the induction period to Next Stage 4 Life.

Next Stage 4 Life has an **Equality and Diversity policy**, which makes a positive statement on the value that should be given to each individual, their beliefs and way of life. This policy recognises that no one person is the same and one person's difference should in no way prevent them from receiving the best care possible.

ii. Children's Rights

Children have the right to be happy, healthy and be safe. Next Stage 4 Life recognises that the rights of children and young people apply to all aspects of their life. Alongside the UN Convention, we strive to enable children and young people to grow and live up to their potential in the world, irrespective of whom they are and where they come from. Next Stage 4 Life believe that all adults and professionals must work together to ensure that all children understand and benefit from their rights. We aim to listen and treat the children and young people we care for with respect dignity.

3 Education

3.1 Supporting Special Education Needs

Next Stage 4 Life ensures that all children and young people have the opportunity to access additional support in school where necessary. We support the EHCP (Education Health Care Plan) for each child and young person. I.e., Staff at The Bungalow are available to offer 1:1 support in school if required. The Bungalow also offer transport to and from their education provision.

3.2 Promoting Education

Next Stage promotes education for young people in their care. Processes are in place to deal with exceptional matters that affect young people and there are education champions within the staff team to ensure that all young people receive an appropriate package of education. It is expected that all young people have an appropriate tailor-made package of education, whether in mainstream school, Home tuition or Local College. Each young person has a Personal Education Plan held at their educational placement, which is reviewed as part of the statutory review process.

Next Stage 4 Life monitors attendance and liaise with education professionals, including learning mentors and attendance officers. We implement incentive programs and regular meetings in order to promote positive outcomes for the young people.

4 Enjoyment and Achievement

4.1 Participation in Recreational, Sporting and Cultural Activities

All children and young people are encouraged to use local recreational and sporting facilities. Local to the home is the Arena Sports facility, where our young people can engage in a variety of different sports, including tennis and football. We are also situated near Haigh Hall a Golf and Country Park, where our young people can visit the animals or enjoy a game of golf. The Macron Stadium (formerly the Reebok Stadium) is a short car journey away, which is the home stadium of English Football League Championship club Bolton Wanderers. It is also located on the Middlebrook Retail Park which has Bowling, Cinema and Restaurants. We encourage all young people to participate in a range of activities including days out, age-appropriate cinema and DVDs, board games, reading, etc.

If young people have hobbies or interests, every effort is made to continue and support these. Often, Next stage 4 Life will offer 1:1 tuition in a chosen hobby for the young person to build confidence. We also encourage our young people to learn life skills including, swimming and bike riding.

5 Health

5.1 Access to Healthcare professionals

We recognise the importance of promoting healthy lifestyles in young people. This goes beyond ensuring young people are treated for illness and emphasises the importance of a balanced diet, the importance of exercise, the harm caused by smoking and substance misuse and the danger of unprotected sex.

Staff ensure young people who are looked after are provided with accurate information to enable them to make informed choices on matters relating to their health.

All young people are registered with their own GP (where possible their own family GP prior to admission to Residential Care if appropriate). Staff are proactive when supporting young people to meet their health-related needs and liaise with relevant agencies about health matters.

We ensure health issues are addressed in both Care and Placement Plans and considered at Reviews involving the young people, their family and other significant people. It is important also to encourage the use of dentists and opticians to ensure that issues are not missed.

We encourage healthy lifestyles through balanced diet and encouraging exercise and discouraging unhealthy behaviour such as smoking, alcohol or substance misuse. Where there are difficulties, e.g., substance misuse, help can be sought through relevant agencies, medication is issued to young people on the advice or prescription of a doctor or other qualified medical practitioner. These are issued as advised and recorded in the relevant files.

i. Cognitive Behavioural Therapy

i. Therapeutic interventions

We offer therapeutic Intervention through our contracted Therapist.

Our therapeutic offer is the provision of individual face to face therapy with the child/young person.

The therapist may provide guidance/direction to the manager and the team to enable the delivery of therapeutically informed practise.

Our therapist can provide training to staff as required.

Our goal will always be to support the child/young person in accessing individual therapy however we acknowledge that at times this can be too intense for some children.

Until a child/young person can access a therapeutic intervention we will be guided by the therapist on strategies to support the child/young person alongside utilising the Therapeutic milieu approach in our homes. Providing the child/young person with a culture that is rich in therapeutic interpersonal relationships and routine.

Each of the children/young people will have an individual therapeutic plan which will be reflective of the child/young person's therapeutic journey.

The initial plan will be a basic plan however the plan will provide a platform of our work whilst a formal assessment takes place, a more comprehensive plan will be formulated over time, this will include how we intend to deliver therapy based on the child/young person's individual needs as informed by the therapist.

Where possible the Therapist will be available for meetings however this will be dependent on work times and diary commitments. If the therapist is unable to attend a meeting, they will provide a report or feedback to the meeting via the home's manager.

The Therapist can provide a range of therapeutic interventions that are age related and meaningful in meeting the individual needs of the child.

Therapy will generally take place in the home however other venues can be sourced dependent on the individual needs of the child/young person.

Following any therapeutic intervention in the home there will be a record completed either by the therapist or the manager of the home.

Our therapist receives external clinical supervision in line with their clinical registration status. Internal support is provided to the Therapist by the Responsible individual Rick Guy and Operations Manager.

Our therapist is DBS checked and on the DBS update service.

Appropriate insurances are in place.

Therapist - Qualifications:

BSc Psychology

Counselling level 1,2 and 3

EMDR level 1 and 2

Post graduate diploma CBT

Bereavement therapy

DBT trained

Contact details for our therapist is available on request from the Homes Manager or Operations Manager

6 Positive Relationships

Unless contact with specified family members is terminated or restricted by the Family Court, contact is encouraged between all young people and their families. These arrangements are recorded and detailed in the Young People's individual Care Plans, which are subject to review.

Parents and other family members are welcome within the arrangements agreed prior to their visit. Family members may spend time supervised or unsupervised within the building. Phone calls and visits to family homes are supported based on planned arrangements. Overnight stays are also encouraged when appropriate, and only agreed between relevant individuals.

We acknowledge that parents have parental responsibility, which may be shared in the case of a Care Order and understand that a young person is a member of a wider family.

Friends are also welcomed to visit and young people at the home they are encouraged develop appropriate relationships too. This of course is subject to the suitability of the relationship.

7 Protection of Children

7.1 Monitoring and Surveillance

We have electronic visual surveillance which monitors the outside area of the house. All young people, parents and placing authorities are aware of this measure. As an additional safeguarding measure if needed we would use sensors on bedroom doors which alert staff when the doors are opened during the night in consultation with young people and local authority. Next stage 4 life ensures there is a high staff ratio to effectively support and protect young people.

Young people are provided with a basic mobile phone, with credit but no internet to ensure they are always able to contact the home or emergency services. To ensure young people are safeguarded from cyber bullying, grooming and inappropriate use, all computers within the home have E-safe monitoring which reports any negative activity to the manager of the home via email.

If a young person leaves the premises without permission, then Next stage 4 life **Missing from Home Procedure** is followed immediately. All unauthorised absences are considered serious and staff liaise with Lancashire Police to return the young person safely.

Managers and staff monitor these absences by ensuring each young person has an independent person to help deal with the reasons for going missing.

7.2 Fire Precautions and Associated Emergence Procedures

The house is protected by a full fire alarm system in accordance with the local fire brigade requirements. Fire doors are also constructed to the necessary standard.

The fire alarm system is tested weekly and any faults that occur are recorded and immediately reported. A full fire alarm drill is carried out after each admission to the house and a minimum of 12 times a year two of which will be performed at night.

All staff are trained in fire safety, which is regularly updated. The building risk assessment identifies any changes necessary to support the health and safety of the home.

7.3 Behavioural Support

Emphasis in the home is on the avoidance of unacceptable behaviour by encouraging and rewarding positive behaviours. The use of praise, encouragement and positive reinforcement is used along with the imposition of permitted consequences in line with the company's current policy and procedure guidelines. We have points/reward charts which are used to encourage

young people to work towards specific goals that target in area they be struggling in order to encourage positive outcomes. All young people have the opportunity to achieve a monetary reward.

We use certain measures which aid and support behaviour management which are compatible with the young person's care and placement plan, as well as individual risk assessments. Every attempt is made to discuss or explain these measures in a way the young person understands. All measures are fully recorded, which are shared with relevant others, i.e. parents, social worker and the young person.

i. Team Teach

Working with Emotional and Behavioural Difficulties can be extremely challenging at times, as Young People can present with a wide variety of unpredictable behaviours. The staff at The Bungalow are trained to use Team-Teach which focuses on 95% diversion, diffusion and de-escalation techniques. We are able to use a consistent approach by working within a common framework enabling the best possible outcome for all young people when they are unable to manage their emotions and behaviours. Following the Team-Teach Framework, we are better able to use other techniques more effectively without the use of unnecessary force.

Maslow's (1943) 'hierarchy of needs' believes that young people need to feel safe and secure at the most basic level, and then need to feel that they belong. The staff at The Bungalow use their training alongside their positive relationships built and maintained with all Young People to de-escalate crisis without the use of positive handling wherever possible. The physical techniques within the Team-Teach framework are only used as a last resort. Positive handling is only used when a young person becomes a danger to themselves, their environment or to those around them.

Furthermore, in accordance with Team-Teach we believe that the use of positive handling must always be reasonable, necessary, and proportionate. If positive handling is necessary, all staff are trained to avoid injury to both staff and young people.

Team-Teach ensures that all involved listen and learn following any incident. The aim is to teach the young people more socially acceptable ways of expressing their need for support in order to help them learn and benefit from an initially negative experience. We look to prevent fires rather than fire fight.

The Bungalow believes in a child-centred approach to caring for their young people. Team Teach is consistent with this, as the young person is Paramount when adopting any technique within the framework.

8 Leadership and Management

8.1 Details:

i. **Registration Details**

Date of Registration: 23.04.17
1254555

ii. **Registered Provider**

Paul O'Rourke and Rick Guy
28 Manchester Road,
Westhoughton,
Lancashire,
BL53QJ

iii. **Responsible Individual**

Rick Guy
28 Manchester Road,
Westhoughton,
Lancashire,
BL53QJ

iv. **Registered Manager**

Maria Hope

8.2 Training

It is the aim of the service that all existing staff will have obtained NVQ level 3 or Diploma level 3 caring for children & young people or equivalent at the point of application. However, new staff who require a Level 3 qualification will undertake the Level 3 Children & Young Peoples Workforce Diploma. Our in-house assessors ensure that any equivalent qualifications include mandatory social care units in line with the Regulations and quality standards for Children's homes. We ensure that any member of staff without the equivalent qualifications is working towards completion in the first 6 months of employment and it is completed within 2 years.

All new staff are subject to a 6-month probationary period and must complete their induction pack before the end of their probation period. It is also necessary for staff to undertake our mandatory training within their probationary period, which includes Team teach, First aid, Safeguarding, Safe Administration of Medication, etc.

Examples of further training course(s) staff will be expected to attend and complete competently are in the following areas:

- Self-harm / ligature training
- Child Sexual Exploitation

- Radicalisation
- Substance misuse / New Drugs and Legal Highs
- Missing from home
- E-safe
- Anti-bullying

8.3 Staffing Structure

The Manager is based on site and is assisted in the management and operation of the home by 6 full-time staff, including one deputy manager. The management teamwork a varied shift pattern across the week to enable them to have an overview of all activity.

Staffing levels at the home are dictated by the needs of the young people and their risk assessments. The staffing level will be 1:1 during the waking day and 1-2 staff members carrying out a sleep-in duty. Depending on the young people's needs, a waking-night duty is available for 7 nights a week. A duty system is operated across Next Stage and is manned by senior staff on a rota system.

Every young person has a risk assessment that forms part of his or her care plan. These are reviewed when required based on the young person's individual needs and behaviours. They are active documents put in practice at the time of their LAC review and following incidents. Where the need of one young person, or the combination of young peoples' needs require it, staffing levels are adjusted accordingly. This adjustment may be through a variety of methods. Where necessary, for example, if a young person requires extra supervision or presents a significant risk, an extra staff member may be on duty when they are present. Other arrangements may include the use of staff to carry out specific activities or help at particular times with one young person.

The principles behind the staffing arrangements are those that ensure the safety and welfare of each young person, safety of staff and the principle of normalisation in everyday life. While Residential Care is different from family life, the needs of the young people to have a small number of staff well known to them is vitally important. This helps in maintaining a sense of calm and continuity.

Staffing levels are designed to ensure a normal day-to-day life. On occasion staffing may be increased to ensure, for example, that school events are attended or to take a young person out individually. This is done on a planned basis as is normal in family life where young people do not always want to do the same things.

The staffing policy is designed to meet the needs of the young people in a way that is flexible and sensitive. Staffing levels are revised as and when required, where there is a new admission or where a need arises. Staff are able to raise staffing levels for review through this process but are also able to raise the matter in supervision and staff meetings. Staff meetings, in particular, are concerned with current care and placement plans and, from this, staffing levels can be addressed where necessary.

8.4 Supervision of Staff

All staff have regular supervision in line with company policy, Regulations and Quality Standards. Supervision is shared between the Manager and Assistant Manager. Supervision takes place on a one-to-one basis. Staff meetings are held monthly to coordinate and manage staff activities and as a forum to share and develop good practice and share issues.

It is essential that staff are encouraged to attend and engage in further training and development to meet individual and service needs. This may include general children and young people's care and specialist courses. The training needs of individual staff will be identified via the supervision process, Personal development plans and annual appraisals of staff's overall performance.

8.5 Regular Visitors to The Bungalow

We have regular visitors to The Bungalow dedicated to maintaining and improving the home. Any visitor, contracted by or working for Next Stage 4 Life, who are visiting the home, have a current DBS and are aware of The Bungalow's Policy and procedure including specific expectations for behaviour within the home.

House Development Co-ordinator

The House Development Co-ordinator is responsible for making sure the house is bright and well maintained. They will listen to the young people's views, wishes and feelings regarding the furnishings and will put homely and personal touches throughout the house.

Operations Manager/DSL

The Operations Manager/DSL responsibilities are of a professional oversight of the home and includes supervision of registered managers and overarching quality assurance of service delivery.

Regulation 44 Independent Visitor

The Regulation 44 Independent Visitor completes monthly visits to the home, monitoring the service we provide. The reports they complete are sent to the Manager and Responsible Individual for feedback and then to Ofsted.

Maintenance Team

The maintenance team will attend The Bungalow on a regular basis to ensure the house is safe for all occupants.

Therapist

9 Care Planning

9.1 Admission and Emergency Admission

Where possible we will take Planned Referrals, which enables us to complete a progressed and gradual move for the young person. Due to break down in placements there may be times where a planned move is not possible, and an emergency placement is necessary. Next Stage 4 Life will always complete an impact assessment, which includes communication with present social worker and where possible the education team around that young person, as well as their previous carers. All paperwork must be in place prior to the move such as Placement Plan, Care Plan and Health documentation. Although this is classed as an emergency placement The Bungalow will ensure as much as possible that the

move is completed with as much structure as possible, to ensure the young person feels safe and well informed and the other young people are disrupted as little as possible.

The Criteria for admission are based on the particulars in the above section (1.3.i.). Due to the nature of the individuals being cared for, such criteria must not be rigid but rather the service provided must be flexible enough to meet their needs.

10. Data Protection Privacy Statement

Next Stage 4 Life are committed to maintaining the trust and confidence of our Stakeholders. We are particularly interested in ensuring safe storage and handling of data under the General Data Protection Regulation (GDPR) of May 2018.

This Privacy Notice outlines when and why we collect personal information, how it is used, the limited conditions under which information may be disclosed to others and how it is kept secure in order for us to provide our service.

10.1 Collection Methods

We gather information about current and potential young people placed with Next Stage 4 Life and associated others from several sources:

- Previous Placements, i.e., Behaviour Plans
- Placing Authority, i.e., LA Placement Plans
- Young Person, i.e., Key working Sessions
- Police, i.e., Criminal History
- Medical Professionals, i.e., LAC Health Plans
- Education Professionals, i.e., Personal Education Plans
- Family Members, i.e., Supporting Chronology
- Next Stage Employees, i.e. During a young person's placement with Next Stage 4 Life, we collect further information about our young people.

10.2 What Data Is Collected

As a registered provider for Children's Homes most of the data we request, process and share are of a sensitive nature. The type of information we collect depends on stage at which a placement is considered:

Data collection during the Referral Stage:

- Personal Identifiers such as name and date of birth
- Contact information such as address and mobile number (if applicable)
- Referral Information
- Chronology
- Behavioural Information, i.e., Risk Assessments

Additional data collection during the Admission stage:

- Health Information, i.e., LAC Health
- Education Information, i.e., PEP/ EHCP
- Relevant next of Kin data

- Court Related Information

Continued data collection as part of the placement:

- Behavioural Information, i.e., incident reports
- Safeguarding information, i.e., disclosures
- Medical/ Health Information, i.e., medical prescriptions
- Education Information, i.e., Educational Health Care Plan
- Contact Information i.e., contact reports.
- Complaints and feedback, i.e., allegations
- Criminal Information, i.e., investigations
- Therapeutic Information, i.e., therapy feedback reports

10.3 How Data Is Used and Accessed

We collect data solely for the purpose of allowing us the opportunity to provide the agreed care package to the young person and will not be used for other purposes. Note that our lawful basis of processing is that of “legitimate interests” (GDPR Article 6.f). This means that we are processing the young person’s and associated other’s data for the interest as a corporate parent.

The young person’s data will only be shared with relevant employees of Next Stage 4 Life who have a professional interest in their data with the sole purpose of providing the service outlined in the agreed contract. It may also be shared with professional third parties for the following examples:

- Auditing as evidence of the quality of service.
- Monitoring of potential and current Safeguarding Risks.
- Ensure the young person’s rights are being met.

We aim to work in an open and transparent manner and wherever possible share on an ongoing basis information that is collected on our young people and associated others.

Those whose data we hold have the right to make additions and comments. Any requests to add information to records will be supported by the organisation. Requests can be made to view/have access to their records in line with the General Data Protection Regulation 2018.

10.4 Storage and Retention of Data

We ensure all personal information is stored securely online or in a locked cabinet in a secured office.

Some data will be held for 75 years from the young person’s date of birth while other data will be kept for 15 years from the date of last entry. The standard data retention policy for young people and relevant other’s data at Next Stage 4 Life is compliant with statutory requirements outlined in *The Children’s Home’s (England) Regulations 2015*, specifically; *Regulation 36; Children’s case records*, including Schedule 3 and Regulation 37; *Other Records*, including Schedule 4.

10.5 Data Breaches

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

If a breach occurs within Next Stage or is reported by any person then the company is required to report this breach any relevant data controller in line with the agreement held with that data controller.

10.6 Change to the Privacy Notice

This privacy notification will be reviewed on an annual basis to ensure it remains compatible with changes in the law and changes in the practical implementation of the policy.