



MILLIE'S COURTYARD

STATEMENT OF PURPOSE



Details of the home's ethos, the outcomes that the home seeks to achieve and its approach to achieving them.



Millie's Courtyard believes that the children who use the service are the focus of all the work we undertake in providing services within the home environment. Therefore our philosophy is based around the children / young people are the centre of our thinking. We call this being child focused. Therefore all services offered at Millie's Courtyard will be tailored from the child's individual perspective and needs, we will support children on a 52 weeks, shared care, short break basis bespoke to their individual needs. We have 1 bedroom for short breaks and 4 bedrooms for fulltime children / young people.

Resident children and their parents/guardians will always be involved with any decisions that affect them in relation to their placement plan and services offered at Millie's Courtyard.

Millie's Courtyard may of course have to make decisions, where there is any possibility of injury or harm to the child or another resident child. This may have to be done without involving the child. However, Millie's Courtyard makes all decisions with minimum risk being identified and where the decision will be in the best interest of the child or young person it relates to.

The child will always be invited and encouraged to take part in all decision making about the services offered to them and the whole of the services at Millie's Courtyard.

At Millie's Courtyard we aim for the children in our care to be happy and healthy, we achieve this by providing a happy, warm and safe home for them to live and grow. We offer them many opportunities to experience different things, and encourage them to explore their environment. We seek to achieve this by listening to the children and where possible make relevant changes. We give the children plenty of opportunity to express their likes/dislikes and their wants, then we work towards providing these things for the children.

A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.

Millie's Courtyard provides accommodation to children with medical/health problems and physical difficulties that require trained support worker interventions with qualified nurse support and monitoring.

The child will have been described as having disabilities. For care to be provided at Millie's Courtyard, the child will have to have a disability and the care provided, will ensure the child's and their family/carer's quality of life is maintained or improved by the period of residential care.

To help clarify who Millie's Courtyard intends to offer services to it is useful to refer to the definition of physical disability under the Equality Act 2010:



- *You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal daily activities.*

The site provides accommodation on a residential and short break basis. Residential care is available for children who need an alternative place to live on a permanent or semi-permanent basis (we have 4 dedicated bedrooms for this purpose) or indeed on a "shared-care" and short stay basis (1 dedicated bedroom for this purpose).

The aim of **Millie's Courtyard** is to provide a safe, welcoming, homely and stimulating environment for children to live. **Millie's Courtyard** aims to provide care and accommodation that matches as near as possible that of their home environment (where safe / good practice allows) and in any case as 'domestic' as possible.

Millie's Courtyard aims to provide a stimulating environment which allows children to explore new experiences, have meaningful time away from home, and receive needs lead individual care and to have fun. We are able to achieve this by listening to the children and giving them opportunity to express their likes and dislikes.

A description of how the accommodation offered by the home, How the accommodation has been adapted to the needs of the children.

Millie's Courtyard provides the following facilities for the children aged between 0-17 years to use during their stay:-

The house is a purpose built bungalow that has been adapted to specifically be a children's home, it is fully wheelchair friendly with adaptations in all area. At the back of the property is a secure garden which the children can access via a ramp.

There are five individual bedrooms which are adapted to meet the needs of the child; each room has bedroom furniture and equipment which will be identified for each individual.

Lounge/ dining areas have appropriate furniture, equipment and decor. There is a separate fully equipped sensory room which has a wide range of stimulating sensory equipment.

There are two bathrooms one with a specialised rise and fall bath and ceiling tracking, the other bathroom has a shower bed and shower. Both bathrooms have adapted toilets and rise and fall sinks, there is also a separate adapted toilet.

A separate kitchen for the use of staff, children/ young people and visitors within the kitchen there is a rise and fall worktop which enables children / young people to be involved in the preparation and cooking where appropriate.

Dedicated & adapted minibus for **Millie's Courtyard**.



The age range, number and sex of the children for whom it is intended the accommodation to be provided.

Millie's Courtyard can accommodate children within the age range 0 - 17 years. The Courtyard accommodates children of both sexes and a maximum of five placements will be accommodated at any one time.

Millie's Courtyard will offer short term placements to young adults who are resident at Millie's Courtyard once they reach their 18th birthday and are in the process of "transition". This is carefully managed on an individual basis and the placement plans will carefully reflect this. Any young adults who are over the age of 18 and residing at Millie's Courtyard for the purpose of transition will have a risk assessment in place to ensure that any risk to the other children in the home is minimal.

Millie's Courtyard may accept short term and respite placements if the needs of the children / young person referred coincide with the needs of the existing children / young people residing at the home an impact assessment will be used to determine suitability of any placements .

The type of accommodation, including sleeping accommodation.

Millie's Courtyard can provide five placements at any one time; all children will have their own room which will be personalised. The abilities and needs of the child will be identified in advance in conjunction with the placing authority. This will allow Millie's Courtyard to ensure that the individual needs of all children resident at any one time will be met within the staffing levels identified and using the equipment provided. Millie's Courtyard does not expect or allow resident children to share bedrooms; we have one dedicated short break bedroom which is allocated on an individual basis during child/young person's stay.

A description of the location of the home.

The home is located in Liverpool within easy reach of the busy town centre. In the local area there is a large park within walking distance to the home which has play equipment and walks. The town centre has all amenities with plenty of shops, cinema complex, and variety of restaurants. There is a choice of schools which can meet the needs of children who will reside at Millie's Courtyard and a secondary school within walking distance of the home. There is a hospital 3 miles away, doctor's surgery 5 minutes away and a choice of dental surgeries within the vicinity of Millie's Courtyard.

The home is located on a residential development which was built in 2005; the building next door is an adapted property to meet the needs of 2 young adults. The surrounding properties are residential.



Care Planning

All children who live at **Millie's Courtyard** have individual Support Plans, which are bespoke to the child. Within these plans will be details of the child's preferences including religious preferences and the associated instruction and observance. **Millie's Courtyard** will strive to meet these needs and all staff receive general awareness training in different religions, where this is identified as a need of a resident child.

Millie's Courtyard ensures appropriate transport is available to ensure that all children explore opportunities to develop, offer opportunities to enhance their life experiences. This includes enabling children to access and follow their religious practice.

Millie's Courtyard always endeavours to meet all the identified needs within the plan which include activities relating to cultural interests. We actively seek to support the children with additional activities by increasing staffing levels or additional funding.

Millie's Courtyard provides wheelchair accessible transport to ensure the children's cultural needs can be met. This may be as a group or on an individual basis. The Courtyard aims to facilitate children to access various forms of transport to attend activities. These include using public transport such as trains, trams and buses.

If a child was struggling due to a language barrier, **Millie's Courtyard** would endeavour to organise an interpreter, sign language or adapted communication aids as identified.

Any criteria used for the admission of children in the home

The criteria for all admissions are based around the abilities / disabilities, medical health needs and any associated learning disability of the child being referred. **Millie's Courtyard** provides services to children, who could have technology dependency such as medical needs associated with disabilities, tracheostomy, oxygen therapy, invasive and non-invasive ventilation and suction.

Millie's Courtyard receives service referrals via NHS/CHC and social services. There is also the opportunity for private customers to self-refer. Once a referral has arrived we agree as a management team to express an interest if we feel we could meet need. Following this a comprehensive assessment process is in place which includes collating all relevant information including historical information.

The next stage would be to complete our impact assessment which would determine if the placement was to go forward, at this stage we are ready to begin an assessment.

The initial assessment will take place within the child /young person current placement (prior to admission) and will involve education and all significant people. The assessment of need in place for each child / young person is used as a



basis to assess the suitability of the home to meet those needs. Once an assessment is completed this is followed by a bespoke transition plan, transition is individual and is set to meet the individual need and timescales. We have a comprehensive recording system in place to underpin this process.

Millie's Courtyard may in exceptional circumstances take new emergency admissions; however, most placements are planned in advance. This will follow the same admission process including assessment of need by the Manager prior to admission. The needs of the children already living at the home will always be taken into consideration in this case, and any referrals made which could be deemed as unsuitable will not be accepted. This enables **Millie's Courtyard** to maintain its child focused service.

Children's views, wishes and feelings.

All children who reside at **Millie's Courtyard** are actively encouraged to be involved in all appropriate decisions about them living at **Millie's Courtyard**. It is recognised that some children / young people accommodated may have difficulty expressing their views and communicating these, staff will advocate for children and the wider circle of support will be involved to ensure that all opportunities are explored.

Therefore, **Millie's Courtyard**, has a range of ways the children people can communicate their views. These will be child person specific but could include, verbally, written, in person with a member of staff, via type/touch talkers, or using agreed codes and nonverbal responses to questions and by regular "intensive interaction" sessions. **Millie's Courtyard** is always also keen to explore advocates for children who may have difficulty expressing their wishes.

The Key Worker will regularly support the child/young person to complete a questionnaire with the child/young person whom are able to communicate, the questionnaire is designed to gather the views, wishes and feelings of the children, giving us a good idea of any improvements needed within the service, centred on the children's individual needs and feelings.

Education

Millie's Courtyard anticipates that all children who live at the home will be either in full/part time education or in receipt of educational support via their Local Education Authority. **Millie's Courtyard** will promote and where possible enable children to maintain their regular educational placement, the home aims to enable children to attend school 100%.

However due to the complexities and health issues of the children's conditions this may not always be possible. **Millie's Courtyard** does not intend to offer educational services as a matter of course. However, there may be occasions when educational support may be necessary and this may be available by separate negotiation and in addition to the standard service offered.



Millie's Courtyard will provide each child, with adequate space, to allow them to study in their own rooms when required. These rooms will be equipped with a desk/table to allow study activities, where appropriate.

Millie's Courtyard also provides a computer to assist children in their studies / recreational activities. This will be staff enabled and allow access/use for 'surfing the net' or the use of e-mail facility to keep in touch with friends, relatives and other people. The computer has built in safety features to ensure the children are protected from unsuitable sites/features.

The home is not registered as a school.

Enjoying and achieving

Millie's Courtyard has an individual support plan for each of the children who live at the home. Within this plan are details of the child and their preferred and cultural activities, it is also documented here, each child's individual interests, likes/dislikes.

This plan is devised by a designated senior member of staff or "key worker" at the home, the child, their family/carer social worker and the wider circle of support.

Millie's Courtyard always endeavours to meet all the identified needs within the plan relating to recreational, sporting and cultural activities. We actively seek to expand the child/young people's range of recreational opportunities and support additional activities by increasing staffing levels or additional funding. Millie's Courtyard provides wheelchair accessible transport to ensure the children's recreational, sporting and cultural needs can be met. This may be as a group or on an individual basis. The home aims to facilitate children at the courtyard to access various forms of transport to attend activities. These are trains, trams and buses.

We aim, at Millie's Courtyard to ensure that all children have the opportunity to explore different experiences; we make sure that any activity is age appropriate and coincides with the child's interests, skills and physical ability.

Health and well being.

Within the individual support plan (ISP) is a detailed health care plan which is followed at all times, the plans are designed to give a clear and concise guidance of each individuals medical needs. The plans will be updated when any changes take place however they will be reviewed and updated every 6 months.

Children have a keyworker who works alongside any identified professional to ensure the best possible quality of care is provided. We provide nursing support as and when required, all nurses are qualified and receive supervision and guidance from a clinical lead in line with relevant legislation.



The effectiveness of healthcare provided by the staff is measured in the questionnaires we complete with the children. We ask parents, relatives and professional involved in the circle of support to complete a questionnaire which will give their views on the service we provide. This provides the relevant feedback we need to continuously update our service, and tailor our role to provide the best possible care for the children.

We compare this information against the outcomes for the children. This in turn informs any improvements or amendments to the aims and objectives which in turn influence the outcomes. We are always open to suggestions and constructive criticism to help improve the service we provide. We access other information by outside sources by requesting they fill in questionnaires / comment cards.

Positive relationships.

Millie's Courtyard operates an 'open policy' for all visitors of the children/young people, we do have a policy in place around visitors to protect the children/young people. This enables any family members, relatives and friends to visit unannounced during the day time and early evening. However, to prevent wasted journeys Millie's Courtyard advises visitors to telephone in advance.

The child's individual support plan identifies those people who are able to visit the child and those who are not entitled to under relevant orders.

Keyworkers support children to develop positive relationships which will enhance their life experiences, the children who reside at Millie's Courtyard will ordinarily require 1:1 support to benefit from the range of opportunities available to them.

Protection of children.

At Courtyard Care Ltd we hold the protection of children paramount at all times, we believe in a culture where children staff receive training during the induction period and on-going support in this area. The company policy around safeguarding is clear and concise; policies at Millie's Courtyard are kept in the office at the home. They are available upon request for any child, staff member, person, body or organisation. All our policies are kept up to date with current legislation and law.

Millie's Courtyard may use forms of surveillance to ensure the safety of the children, such as monitors at times children are spending time alone, these will be used if a child is unsupervised. Each child will receive adequate staff supervision which is appropriate to their needs and when it forms part of their risk assessments and subsequent placement plan.

In certain situations, and only following agreement with all parties, the home may use audio monitors to minimise the disturbance (due to physical / visual checks) on the



child who may be sleeping or resting in their bedroom. The home is large and anybody entering the home could do so without being detected therefore to ensure both children and staff are safe the front door is on a key pad, all staff have the number there is also an emergency button next to the door. Where appropriate children will have the number for the keypad, each child has a risk assessment and agreement for the front door to remain closed. **Millie's Courtyard** is fitted with external CCTV which looks over the main car park, side of the home and the back garden. The Hard drive is stored in a locked cabinet in the office.

Millie's Courtyard does not use, tolerate or allow any abusive behaviour within the home. All staff members receive training in child protection issues and bullying. This enables staff members to identify and tackle any possible abuse in whatever form.

Restraint and discipline are an individual issue, **Millie's Courtyard** does not employ any mass techniques or philosophy's to control or discipline the children who are living at the home. This is evidenced within the policy and due to the nature of the complex health needs of the children we care for at **Millie's Courtyard**, we do not, and are not likely to have any child that would have any form of restraint as part of their Individual Support Plan. Therefore no staff member is currently trained in restraint techniques.

Any control or restraint methods will form part of the child's own Individual Support Plan (following risk assessment and management plans being agreed) & following consultation with the child / young person and their parent/guardian (where appropriate) and will be clearly recorded as such.

The staff members only adopt any agreed discipline or restraint after they have received adequate training in order that this is in line with the child's best interests and those of the other children and staff members.

Details of who to contact, if a person has a complaint about the home and how that person can access the homes complaints policy.

Millie's Courtyard encourages children, their families, friends and relatives to raise any concerns with the care they receive at the home. The complaint may come in many different forms and may be communicated to any member of staff. In view of this the management team, in recognising 'complaints' and how to respond, trains all staff.

Once a complaint is received **Millie's Courtyard's** complaint policy will be followed. In addition to this, all children and their families will be made aware of their advocate (provided by their Local/Placing Authority or Independent Reviewing Officer (IRO), which may help children communicate their complaints, this is provided verbally and as part of the Children's Guide. It is also the policy of the home to actively work with these organisations in providing advocates where appropriate.



All complaints are taken seriously and are investigated thoroughly. We strive to provide a positive outcome of any complaint and any area identified such as further training for staff and improvement to our standard of care. Our Designated safeguarding officer is Jackie Hills, Operations Manager.

All relevant parties are also informed that they can at any stage directly contact Ofsted to voice their concerns.

**Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
T. 0300 123 1231 or enquiries@ofsted.gov.uk**

A description of the home's policy and approach in relation to:-

a. Anti-discriminatory practice in respect of children and their families.

Millie's Courtyard is primarily concerned with the provision of residential care for children with complex health needs and disabilities. **Millie's Courtyard** facilitates awareness training for its entire staff team irrespective of role and position. This training is focused on the home's statement of purpose and function and the need to be very aware and implement the ethos of child centred care. In essence the home expects all staff members to have a wide and varied knowledge base and have specific understanding of the legislation that guides and promotes anti-discriminatory practice and people rights in general.

The home places significant emphasis on the child's own individual support plan. This will further guide and enhance the staff team's awareness and understanding of the child's needs.

Millie's Courtyard will not tolerate, condone or ignore any form of discriminatory practice within the home. We are committed to eradicating all forms of discriminatory practice and will strive to educate, promote, guide and support staff development in anti-discriminatory practice. In the event that discriminatory practice is evident at **Millie's Courtyard**, the homes staff disciplinary procedure will be invoked and appropriate action taken as required.

Children's rights.

All children residing at **Millie's Courtyard** are encouraged to be individuals. Every child has the right to be free from abuse and harm. Children are given equal opportunities and have a right to an education. Each child is encouraged to personalise their bedrooms and are provided with healthy food, clean clothes, towels and bedding. We aim to provide a good and safe life in all aspects to the children living within our care.

In addition to the complaints procedure **Millie's Courtyard** uses its quality assurance procedure, Independently Visitor / Regulation 44 Visits, Core Group meetings, monthly staff meetings and monthly review documents to actively engage or lack of



achievement in the expectations of the care at Millie's Courtyard. Our internal systems are of course supported by the Looked after Children reviewing process / meetings, Placing Authority compliance inspections and twice annual Ofsted inspections.

Millie's Courtyard employ Team Leaders, who have a level 3 diploma in child care or relevant experience and/or a commitment to achieve the Diploma within timescales. Team leaders are encouraged to enhance their professional qualifications by undertaking additional qualifications to support their development.

Team Leaders are also supported by a team of Residential Support Workers (RSWs) and bank staff who are a mixture of full and part time. These roles expect a minimum Diploma Level 3 or equivalent in a relevant subject area, or the commitment to complete within 2 years of being employed.

All staff undergo an induction course delivered by senior management and external providers, followed by 4-6 weeks practical training which involves shadowing management, Practice Educators and Advisers and also experienced RSWs to ensure they are competent to care for the children / young people living at Millie's Courtyard. In addition, Millie's Courtyard offers an on-going comprehensive training program which is in line with the Quality Standards and is delivered throughout the year.

All staff, irrespective of role, hold DBS Enhanced Disclosures

The team at Millie's Courtyard receive regular supervision; this is undertaken with an appropriate line manager. The Manager receives regular and frequent supervision from The Regional manager.

Alongside the appraisal and supervision process, all staff members have an identified personal training and development plan. Each of the supervision/appraisal sessions will be based around these goals and targets.

All staff irrespective of role, receive extensive training on all relevant areas of care for all users of the home. This is supplemented by additional training bespoke to each child. The majority of this training is provided by a mixture of inputs from the Practice Educators and Advisers

All staff undergo mandatory training for emergency first-aid, manual handling, fire safety (on line) child protection and safeguarding, basic life support and basic food hygiene (on line).



Leadership and Management

The name and work address of:-

Registered Provider.

Courtyard Care Limited

Courtyard Care Limited

Number 3

Siskin Drive

Middlemarch Business Park

Coventry

CV3 4FJ

T: 01925 988910

E. Jackie.hills@courtyardcare.co.uk

W. www.courtyardcare.co.uk

Responsible Individual.

Gary Thompson

T. 0161 441 4630

E. admin@courtyardcare.co.uk

Registered Manager

Sarah Lonergan

Millie's Courtyard

1 Lysander Close

Atwell Street

Liverpool

L6 2BB

T. 0151 260 4464

E. sarahlonergan@courtyardcare.co.uk

Details of the experience and qualifications of staff, including any staff commissioned to provide education or health care.

The Responsible Individual – Gary Thompson Has worked for over 25 years in the social Care sector and is a qualified Social Worker. For the past 20 years he has worked in a management or leadership role within the care sector. Gary began his career as a front line support worker: this gives him an excellent understanding of expectations at every level within a team. He has worked across a range of complex client groups in a wide variety of settings and has developed many services during this time. He is a dedicated passionate professional and believes everybody has the right to excellent person centred care and support.



The Manager –Sarah Lonergan has 20 years’ experience working in the Health and Social Care Sector. Sarah has worked with children and adults in a residential setting since 2000. Sarah has worked at a senior level for over 10 years this includes working as the Assistant manager in a children’s home for children with complex medical needs. Sarah has her QCF L5 in Leadership for Health and Social Care and Children and young people’s services also L4 Health and Social care children and young people

Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education or healthcare.

MILLIE’S COURTYARD – STAFFING STRUCTURE

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|-------------------------------|
| Reginal Managing Director |
| |
| Registered Manager |
| |
| Deputy Manager |
| |
| Team Leaders x 5 |
| |
| Support workers – as required |
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Team members receive supervision sessions at regular intervals, with an aim to take place every 6 weeks and an annual appraisal.

If the staff are all of one sex, or mainly one sex, a description of how the home promotes appropriate role models of both sexes.

At **Millie’s Courtyard** we aim to have a mixed team we aim to promote good role models with both sexes. We strongly encourage the children to have good contact with their families including parents, grandparents, aunties, uncles and extended families. We feel this is in the best interests of the children, to forge the best relationships with both male and females within their circle of support.

Clinical staff members receive supervision in line with the company who employ them.



The Courtyard recognises that this Statement of Purpose has been written to meet the requirements of the – Children’s Homes regulations 2015 and as such may not contain as much information as people would like. Should the reader be aware of any additional information that may be required we would be delighted to hear about it. Where possible we will revise the document and include any additional information in future versions.

Updated 03/10/2022

By Sarah Lonergan

Authorised By: 03/10/2022

Gary Thompson

Responsible Individual



STAFFING POLICY

Millie's Courtyard Manager will ensure that at all times the home is adequately staffed by appropriately trained staff members. On each day shift it will be the intention to ensure that a team leader is on each day shift, where this is not possible at least 50% of staff will be a permanent member of the Millie's courtyard staff, and it is this permanent staff who will take charge of the shift.

The staff cover will reflect the needs of the children and ensure the safety of the children and the staff and where possible provide the children with continuity of care.

All staff that are permanently employed at Millie's Courtyard receive a training program necessary to allow them to meet the needs of the children in the home. In addition all staff will fulfil or commence their Diploma in child care, within 6 months of commencing employment.

Millie's Courtyard promotes a positive staff retention procedure and as such, the management will provide the rotas at least 2 weeks in advance of their commencement. It will be the intention to provide a fair rota system. There may be on occasions when the shift will need to change their hours to ensure the home is within the correct staffing levels but in incidents like these staff will be informed.

The shift times are designed to meet the needs of the children, but also to ensure rotation of staff. Shift patterns can be negotiable and flexible.

The staff may swap shifts with equally graded staff if it does not compromise the care of the children, in addition any swaps must be sanctioned by management, prior to the swap taking place with a minimum of 24 hours' notice

All staff will receive supervision at regular intervals with a view to them taking place every six weeks, however staff must know that the manager adopts an open-door system where additional appointments can be made in between times if the staff member or management requires. All supervisions are recorded and logged on staff personnel files.

Millie's Courtyard staffing levels will be designed around the bespoke needs of the children;



There will be a minimum of 3 staff to 5 children during the day, and 2 waking night staff with a sleeping in person or a local on call for any emergency hospital admissions.

There will be at least 2 staff to 4 children during the day, and 2 waking night staff and a local on call for any emergency hospital admissions.

It may be necessary to alter these levels in certain circumstances, such as high levels of sickness, complexity of the children's needs and changes in their medical condition, or for outings and activities however management will sanction this.

STAFFING QUALIFICATION'S

| ROLE | QUALIFICATION'S |
|----------------------------------|---|
| Responsible Person | Diploma in Social Work |
| Reginal Managing Director | Diploma in social work / RSCN / Diploma L.5 in childcare and management |
| Registered Manager | L5 in Leadership for Health and Social Care and Children and young people's services L4 Health and Social care children and young people |
| Assistant Manager | Diploma L.3 childcare |
| Team Leader | Diploma L.3 children and young people or relevant qualifications and commitment to complete diploma within 2 years. Team leader / supervision experience. |
| Support worker | Diploma L.3 children and young people or commitment to complete within timescales. |
| Domestic | Relevant qualification and experience as a domestic worker. |



Apendix one

| Name | Role | Start date | Experience | Qualifications | |
|------------------|-------------------|------------|--|---|----|
| Sarah Lonergan | Manager | 05/12/2016 | Sarah has worked in the Health and Social Care Sector since 1999. Sarah has worked in various roles including Deputy Manager and Acting Manager from 2004. Sarah is trained in tracheostomy, gastrostomy, and ventilators | CYPW L3 Health and Social Care CYP L4 Health and Social Care Adults L4 QCF L5 Leadership and Management in Health and social Care | FT |
| Christine Foster | Assistant Manager | 12/05/2016 | Christine has worked in the Health and Social Care Sector for 15 years, supporting adults with mental health issues. Christine has been a team leader for 6 year. Christine is tracheostomy, gastrostomy and ventilator trained. Christine has completed Safeguarding training | L3 NVQ in Health and Social Care. End of life Care. L2 Mental Health Awareness. Christine has recently completed QCF L3 CYPW | FT |
| Rachel Darby | Team Leader | 12/12/15 | Rachel started when Millies opened but prior to that she worked in Courtyard Ashton with the complex children there. She has worked her way up to team leader | QCF L3 Children and Young People Phycology and sociology degree | FT |



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|---------------------------|----------------|------------|---|--|----|
| Victoria Comrie | Team Leader | 14/03/2018 | Victoria has previously worked in retail. She has personal experience in supporting a family member with complex health needs. Victoria is gastrostomy and tracheostomy trained | QCF L3 Children and Young People | FT |
| Gemma Wilson MAT LEAVE | Team Leader | 02/11/2018 | Gemma has previous experience of supporting vulnerable adults and children in the community. Gemma is currently completing her induction training. She has worked her way up to team leader | QCF L3 CYPW | FT |
| Sandra Witkowska | BANK STAFF | 27/01/2018 | Sandra has previous experience of supporting children with complex health needs she was vent and tracheostomy trained. Sandra is tracheostomy, ventilator and gastrostomy trained. She started off as a RSW and was promoted to Team Leader | QCF L3 in Children and Young People Sandra has also completed the Team leader Diploma in management L 4 | FT |
| Danielle King | Support Worker | 05/12/2016 | Danielle has worked in the Health and Social Care Sector for 6 years supporting vulnerable adults. Danielle is also a Team Leader at the local girl guides where she volunteers. Danielle is tracheostomy, ventilator and gastrostomy trained | QCF L3 CYPW | PT |



| | | | | | |
|-----------------------|----------------|------------|--|--|----|
| Jen Bradshaw | Support Worker | 29/02/2016 | Jen has worked for Courtyard Care for over 2 years she is trained in ventilators, tracheostomy, and gastrostomy. | QCF L3 in CYPW | PT |
| Jessica Williams | Support Worker | 16/03/2018 | Jessica has previously worked in retail however studied Health and social care at college. Jessica is medication and gastrostomy trained she is currently doing her tracheostomy training | QCF L3 in children and Young | PT |
| Rebecca Culleton | Support Worker | 01/12/2018 | Rebecca has a lot of experience working in the health and social care field. Rebecca previously worked for Courtyard Care Plus. Rebecca is trained in all medical competencies required to support children currently in Millie's. | Rebecca is qualified QCF L3 Children and Young also L3 health and social care. | PT |
| Harriet Taylor | Team Leader | 28/03/2019 | Harriet is fully vent trained and skilled to a high level with all aspects of complex medical care needs | Harriet has QCF L4 CYPW | FT |
| Caitlin Gunnigle | Support Worker | 13/09/2022 | Caitlin is new to care and is currently going through her competencies with the nurse, She has a strong work history and is committed to the children | Enrolling in her Diploma March 2023 | FT |
| Hayley Vout | House keeper | 24/06/2019 | Hayley Has a level 2 diploma and has been a housekeeper for many years in nursing homes. | level 2 diploma in house keeping | FT |
| Amy Piercy-Williamson | Support Worker | 04/08/2020 | Amy has no background in care and is a qualified chef. She is fully vent and tracheostomy trained in all aspects of complex care | Enrolled in the Diploma Level 4 in January 2021 | FT |
| Leanne Jones | Support Worker | 13/05/2021 | Leanne has experience in adult care with learning difficulties. She is working towards being tracheostomy trained and vent competent | Enrolled in the Diploma in October 21 | FT |



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|-----------------|------------------------|------------|---|---|----|
| Sara Hunter | Support Worker | 12/07/2022 | Sara transferred from another childrens home, Sara has worked with complex children in the community | Enrolled in the diploma in June 2022 | |
| Antonia Siddell | Night Time Team Leader | 06/07/2021 | Antonia has lots of experiences within children and adult settings and has a wealth of knowledge with behavioural needs. Antonia is tracheostomy and vent trained | Adult social care level 3, Children's and young people Level 3 NVQ | FT |
| Sophie Reynolds | Support Worker | 31/09/2021 | Sophie has supported Children from birth to pre school in a nursery. Sophie has only had the one job in the same nursery since leaving education | Children's and young people Level NVQ Working towards level 3 in March 22 | FT |
| Sian Frost | Night Supporter Worker | 12/10/2021 | Sophie has supported elderly people following strokes and worked with rehabilitation | Working towards children's Diploma Sign on March 2022 | FT |
| Omar Sahal | Night Supporter Worker | 12/10/2021 | Omar has experience with autism and learning disabilities. Omar has an autistic brother and has a good understanding of alternative learning styles | Working towards children's Diploma Sign on March 2022 | FT |
| Bethany Jones | Support Worker | 12/10/2021 | Worked in care for 5 years. Dom care / mental health/ Learning disabilities and palliative care | Working towards children's Diploma Sign on March 2022 | FT |
| Emily Jones | Night Support Worker | 02/03/2022 | Emily has supported her elderly grandparents and deaf mum in a caring capacity | Working towards children's Diploma Sign on Sep 2022 | FT |
| Paul Tierney | Night Supporter Worker | 12/10/2021 | Paul has a wide experience with complex children and children with learning disabilities and challenging behaviour. | Working towards children's Diploma Sign on March 2022 | FT |
| Amy Cuthbert | Team Leader | 17/03/2022 | Amy has previously worked for Millies and took a break to concentrate on her family but has now returned to the roll | QCF L4 CYPW Diploma level 4 | FT |



Apendix Two

| Reason for the change | Date sent to ofsted |
|--|----------------------------|
| To update the staffing list as Teri Hannon had resigned and Sarah Lonergan was Manager | 17.05.19 |
| To update the staffing list | 10.06.19 |
| To Inform enquiries of the new Registered Manager | 09.08.19 |
| To update the staffing list to update 4 team leaders | 02.09.20 |
| To update the staffing list | 12.09.20 |
| To update the staffing list | 12.12.20 |
| To update the staffing list | 07.02.20 |
| Changes to the rota system | 13.02.20 |
| Update with a new head office address and Covid 19 Management plan | 01.04.20 |
| To update the staffing list and review the S.O.P | 20.07.20 |
| To update the staffing list and review the S.O.P | 16.11.20 |
| To update the staffing list and review the S.O.P/ changes to the title of the nurse trainer to Practice Educators and Advisers | 03.03.21 |
| To update the staffing list | 21.04.21 |
| To update the staffing list | 27.05.21 |
| To update the staffing list and review the staffing levels | 12.07.21 |
| To update the staffing list | 21.10.21 |
| To update the staffing list | 31.12.21 |
| To update the staffing list and remove covid pandemic staffing reductions | 17.03.22 |
| To update the staffing list | 07.07.22 |
| Changes to the company Logo and updated staffing list | 03.10.22 |
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