



MacIntyre Academies Endeavour House

Endeavour House

Statement of Purpose

August 2023



Endeavour House is registered with Ofsted as a Children's Home
URN SC489212.

Waynfilete Road, Headington, Oxford, OX3 8DD
Telephone: 01865 767766
Email: endeavour.office@macintyreacademies.org

The following document is written in accordance with Schedule 1 of The Children's Homes (England) Regulations 2015 and any amendments thereafter

CONTENTS

1. QUALITY AND PURPOSE OF CARE	3
1.1 Introduction to Endeavour House	3
1.2 Our Ethos and Approach	3
1.3 Accommodation	4
1.4 Location	5
1.5 Cultural, linguistic and religious support	5
1.6 Complaints Policy	6
1.7 Behaviour Support	6
1.8 Child Protection	7
1.9 Missing From Care Procedures and Protocol.....	7
2. VIEWS, WISHES AND FEELINGS	8
2.1 Consulting children about the quality of their care	8
2.2 Anti-discriminatory practice and children's rights	8
3. EDUCATION.....	9
3.1 Provision to support children with special educational needs	9
4. ENJOYMENT AND ACHIEVEMENT	9
5. HEALTH.....	10
5.1 Healthcare and therapy	10
5.2 Nutrition.....	10
5.3 Administration of Medication	10
6. POSITIVE RELATIONSHIPS	11
6.1 Promoting contact between children and their families and friends	11
7. PROTECTION OF CHILDREN	11
7.1 Monitoring and surveillance of children and young people	11
8. LEADERSHIP AND MANAGEMENT	11
8.1 Contact details for the Registered Provider, Responsible Individual and the Registered Manager..	11
8.2 Staff experience and qualifications	12
9. CARE PLANNING	13
9.2 Short break provision and urgent placements.....	14

1. QUALITY AND PURPOSE OF CARE

1.1 Introduction to Endeavour House

Endeavour House is a Registered Children's Home, which was established in Autumn 2014 by Macintyre Academies Trust and Oxfordshire County Council as part of Endeavour Academy.

We provide accommodation and care for children and young people between the ages of eight and nineteen, who have a diagnosis of autism and moderate to severe learning disabilities. The children who reside at Endeavour House are supported in line with their Education Health Care Plans. These plans are formally reviewed at least once a year. Children and young people residing at Endeavour House are supported in line with the individual's needs and abilities. Referrals are made through the local authority.

The Children's Home is registered to accommodate six young people. The Short Breaks house can provide respite and short breaks to a maximum of six children or young people at any one time. The house is gender inclusive.

1.2 Our Ethos and Approach

Our Mission Statement is: "To help children and young people develop the skills to live a purposeful life that makes sense to them."

As a Trust we have the following core values that underpin our approach across our settings; Compassion; we focus on the positives, Ambition; we challenge ourselves to go further and Partnership; we are better when we work together.

We believe all young people, regardless of disability, deserve the best care possible. We want the young people we support to be ambitious for themselves and we need to be ambitious on their behalf. Endeavour House aims to provide a healthy, safe, and enjoyable environment. Parents and carers are encouraged to be fully involved and connected from the outset.

At Endeavour House, we aim to:

- Value and celebrate the children and young people in our care.
- Adopt a person-centred approach in order to provide individualised care and support.
- Know how each child and young person responds to their autism and to use that knowledge to plan to meet their needs.
- Give the children and young people in our care the skills they need to manage their autism.
- Improve each child and young person's method of communication.
- Promote the independence of children and young people by supporting them with daily living skills and self-care.
- Help the children and young people in our care to develop skills of social tolerance and interaction.
- Help meet the sensory needs of the children and young people in our care.
- Help the children and young people we support to understand and learn about the world around them, providing a variety of activities and opportunities to engage with the local and wider community.

- Keep the children and young people in our care safe and free from harm in a nurturing and happy environment where they know staff care about them.
- Work closely with families ensuring that the key people in the children's lives are involved in decision making and are informed of children's progress. Families receive regular reports and photographs documenting their child's progress, as well as being supported by staff on visits to the home or in the community.
- Promote positive behaviours through the use of positive approaches to behaviour support, under the Positive Behaviour Support (PBS) framework.

1.3 Accommodation

The Children's Home is a purpose-built modular building, the intended design was to have two distinct separate areas of the home, one being for long stay residents and the other for short stay. In practice as the home has become established, the building is used much more fluidly, without the originally envisaged division of two halves. The children have positive relationships and enjoy using the breadth of the building and the community of their peers who they know from their time at school.



The ground floor consists of a common room, currently used as a sensory space to support all children and young people with their sensory regulation; two large living rooms with sofas for relaxation, SMART TVs with additional subscriptions to Disney+ and DVD player, bookshelves, and toy boxes; a soft play area tucked away, with a much-enjoyed ball pool; and two dining rooms, where children eat their meals and snacks.

The home has two kitchens, also on the ground floor. They are fitted with induction hobs and ovens. Children and young people are encouraged to prepare their drinks and simple meals as independently as possible and are always supervised when in the kitchen.

The ground floor rooms lead out onto a spacious and secure garden, the garden has wooden canopy areas to provide shade, a basket swing, a play hut and picnic tables for social play and enjoyment. A space for drying laundry has been added outside the laundry room, enabling children and young people to gain independence and skills in laundry.

The laundry room is on the ground floor and is not accessed by children and young people.

Outside

Children and young people also have access to a sunken trampoline, a mud kitchen, a tube slide, bikes, scooters, and other facilities within the academy site. A forest school area with a sensory trail, a music corner and small cabins surrounds the garden and playground.

There are ten bedrooms on the first floor, 6 are designated for long stay children. There are four bedrooms with en-suite bathrooms. On the ground floor there are two bedrooms, and a further bedroom which functions as a staff sleep in room. There are two shower rooms and

two bathrooms on the first floor which are shared by the children. Children's bedrooms are personalised with pictures, posters, and wall decorations. Children are provided with furniture as appropriate such as wardrobes, chest of drawers and beds that suit their needs.

The first floor of the children's home also contains a medication room and three offices.

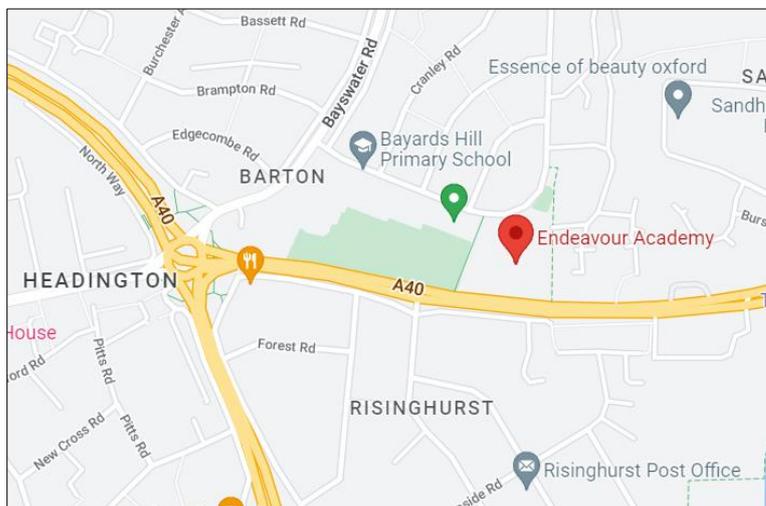
The home has air conditioning units installed to ensure that the home remains a comfortable temperature in summer months.

Renovation works agreed with the Local Authority are almost finished and will result in the general improvement of the facilities. The works include refurbishment and replacement of the bathrooms and kitchens.

1.4 Location

Endeavour House is situated in Barton, near Headington, on the outskirts of Oxford. The home is easily accessible by public transport - including regular public buses in and out of Oxford and frequent buses to London - and via road, making it easy for children and young people to access local amenities and for family, friends, and professionals to visit the home.

There is a leisure centre with swimming pool next door to the house, shops, and cafés in Barton and Headington, within walking distance and several play parks in the neighbourhood. The town centre, cinemas, bowling alleys, soft play areas, farms, country parks and supermarkets are all within easy reach by public transport or minibus.



Endeavour Academy has close links with the local police; a location assessment is completed annually, taking into account advice given by relevant local agencies.

1.5 Cultural, linguistic, and religious support

Endeavour House is part of MacIntyre Academies Trust which is a non-religious organisation; as a consequence, there is no religious or faith aspect inherent in day-to-day life. It is recognised, however, that for many people their faith, culture and first language are of utmost importance and a central part of their life and identity. Staff will do all that they can to support a young person in their faith, culture and first language whilst taking account of any special requirements, such as diet, and specific practices. They will enable them to participate within their own local faith community, and the culture and first language of their home life.

Every child and young person's linguistic or religious background is considered. When applicable, religious observances, dietary considerations, festivals, etc. are fully recognised, facilitated, and catered for.

Prejudice or discrimination in any form will not be tolerated within the children's home.

The House has a diverse staff force with employees coming from a variety of different countries. We celebrate diversity through hosting culturally themed evenings such as Thanksgiving and Chinese New Year.

1.6 Complaints Policy

If any child or young person feels unhappy about any aspect of their placement, they can communicate their concerns to any member of staff. The House aims to hold regular informal keyworker sessions with each child/young person together with monthly House Meetings to provide the opportunity to raise concerns or complaints. Staff and parents/family members are encouraged to make complaints on behalf of the children and young people who are unable to verbalise complaints. Staff are encouraged to view changes in behaviours as possible complaints and record appropriately.

Communication tools such as photos, symbols, PECs, among others, are used to support children and young people to communicate their views. Specialist support from a fully qualified Speech and Language Therapist is also available.

More information on our Complaints Policy and Procedure is available on the Academy Website <http://www.endeavour-academy.org>

A complaint can also be raised independently with the Local Authority that placed the young person, or with Ofsted.

We aim to deal with all complaints/concerns in a timely manner.

1.7 Behaviour Support

At Endeavour House, staff seek to encourage and promote appropriate behaviour and to create an environment which values and demonstrates respect for the individual. The approach of the team is based on developing positive and supportive relationships between staff and the young people in our care. It is recognised that behaviour is often the result of a breach in communication and work is undertaken with the individual to develop appropriate and socially acceptable ways of expressing wishes and feelings.

All children and young people have Positive Behaviour Support Plans, under the Positive Behaviour Support (PBS) framework that are regularly reviewed. The House enjoys strong links with external agencies such as LD CAMHS and other social and health care professionals. Any concerns raised regarding the behaviour of a young person would be reviewed as part of a multi-disciplinary meeting.

All staff receive training in positive behaviour support strategies that includes the use of Team Teach, a widely recognised system for physical intervention that focuses strongly on proactive strategies, for safe use of physical intervention. Until staff receive this training they are not permitted to lead on the use of physical intervention for any child or young person. Staff attend regular refresher training sessions.

Any physical intervention used is recorded as part of the incident reporting process. These records are monitored by the Head of Care, the Behaviour Lead and overseen by the Responsible Individual. Records of incidents requiring physical intervention are shared with parents and relevant authorities, as required, within 24 hours.

The range of physical interventions to be used to support a particular individual is identified within their Positive Behaviour Support Plan.

Our Behaviour Management Policy and Child Protection and Safeguarding Policy can be found on Endeavour Academy website on <http://www.endeavour-academy.org>

1.8 Child Protection

Endeavour House has a commitment to promote and safeguard the welfare of each child and young person. In particular, our aim is to provide a safe environment that enables young people's individual needs to be met and developed.

We believe it is vital that everyone involved in the care and support of children and young people is alert to the possibility of abusive situations.

Our safeguarding policy and procedures recognise this possibility and aim to promote an environment in which abuse is unlikely to occur. Endeavour House has comprehensive policy and guidelines (this is available on Endeavour Academy's website) setting out the course of action for members of staff, young people and parents, visitors, and friends, if abuse is alleged, suspected, or observed. Endeavour Academy provides Child Protection and Safeguarding training for all staff, with regular updates and refresher training forming a part of continuing professional development (CPD).

Our Protection and Safeguarding Children Policy, and related training, reflect both national and local area guidelines. As we are located in Oxfordshire, Endeavour House follows the locally agreed procedures for this county. All allegations or disclosures in relation to child protection issues are referred directly to the Oxfordshire Local Safeguarding Board or Local Authority Designated Officer (LADO) for Safeguarding.

The Head of Care acts as the Designated Child Protection Lead (DSL) for the house, and works closely with the Academy Principal, who is DSL at the Academy. Additionally, there are nine designated safeguarding officers across the Academy; these include the School Business Manager and one of the Residential Team Leaders.

To strengthen our Safeguarding procedures even further, we use an online system for the recording and reporting of Safeguarding concerns. Staff use this system (C-POMS) to raise concerns to the Safeguarding officers, who will action any concerns immediately. Staff, volunteers, or any visitors are also able to use a Low-Level Concerns reporting system, reporting any concerns not meeting the threshold of an allegation to the Head of Care and Responsible Individual.

1.9 Missing From Care Procedures and Protocol

As Endeavour House is registered as a Children's Home, rather than a secure unit, we do not feel it appropriate for young people to feel restricted; and we provide many opportunities for them to enjoy the residential building and the school campus. However, young people's safety is paramount, and all young people are supervised closely day and night.

External doors are kept locked or have access control fobs, where appropriate, as most of our children and young people lack awareness of danger and are unable to preserve their personal safety if they were to leave the building unaccompanied. These locked/access controlled external doors also protect young people from unwanted visitors/strangers entering the building.

Communication tools are used to support each child/ young person to request their wish to leave the site.

Where a young person has been known to abscond, a risk assessment will be carried out and a strategy implemented to provide more robust supervision to ensure their safety, especially when going out in the community.

On the rare occasion a child/ young person absconds, procedures are immediately instigated as follows in accordance with Oxfordshire missing from care procedures and Endeavour Academy Missing Child Policy, which is available on the Academy Website

2. VIEWS, WISHES AND FEELINGS

2.1 Consulting children about the quality of their care

We aim to consult children about all aspects of their lives at Endeavour House. This practice is constantly evolving and developing to better meet the needs of the young people we support. The Academy has a Speech and Language Therapist team that provides advice and support about how to best ensure that the children and young people are able to contribute to their support plans and reviews. Endeavour Academy's Speech and Language Assistant will support the House, specifically on a weekly basis.

Due to the communication support needs of many of the children who reside at Endeavour House, staff use observation as a means to assess children's views in some instances. Specialist resources are used under Speech and Language Therapist to ensure specific speech, Language and communication needs are recognised and addressed. Concerns relating to a child's care are raised using concern forms, which are passed to the Designated Safeguarding Lead.

Monthly House Meetings take place in order to offer children/young people a platform to express their views around their care, the activities they wish to take part in and any issues affecting the House.

Keyworkers from Endeavour House meet termly with the class teacher / keyworker in Education to discuss individual children in order to support with target setting, needs and wishes and in development of the most supportive environment and care possible around the needs of the individual.

A Children's Advocate visits the Children's Home once month. The advocate fulfils a "critical friend" role for the House. The advocate will review practice as well as facilitating sessions for children and young people that wish to talk with them.

2.2 Anti-discriminatory practice and children's rights

All children and young people at Endeavour House will be made aware of their rights and how to access support, such as the Independent Visitor, their Independent Reviewing Officer (if applicable), Children's Rights Commissioner and Ofsted. This information is adapted to the young people's level of understanding by our Speech and Language Therapy Team. More information is available in the Children's guide.

A copy of the Equality and Diversity Policy is available on request from Endeavour Academy.

The expectations set out in our ethos are that every individual:

- is valued
- is treated with dignity and respect
- is safe

- is provided with emotional support
- is developed as a member of society
- can express their opinion freely and have that opinion taken into account in any decision made
- has access to appropriate information
- has access to advocacy
- is protected from abuse, neglect, and exploitation
- has access to education
- is provided with the highest standards of medical and health care
- has access to leisure, recreational and cultural activities
- is protected from bullying

3. EDUCATION

3.1 Provision to support children with special educational needs

All children and young people who live at Endeavour House have a diagnosis of autism and moderate to severe learning difficulties and complex needs.

As a specialist school for Autism, Endeavour Academy is able to focus on meeting the special education needs of its young people effectively:

- The house is specially adapted to meet young people's needs, and work closely with the education staff to ensure school attendance is high.
- Staffing levels are appropriate to provide adequate support and keep the young people safe and able to access activities that promote their development and learning.
- We have close links to a multi-disciplinary team (including Occupational Therapy, Behaviour Support, Speech and Language Therapy and Child and Adolescent Mental Health Services).
- The Academy provides specialist education on site, which aids a calmer transition for the young people, and promotes good communication between the education provision and the Children's Home.

Children have many and varied opportunities for learning at Endeavour House, whether within the Children's Home or out in the community.

Endeavour House supports the Academy Waking Day curriculum by offering opportunities for all children and young people to develop their independence living skills, social skills, and communication. All children and young people have house targets linked to their development needs.

All of the children residing at Endeavour House attend the onsite School.

4. ENJOYMENT AND ACHIEVEMENT

4.1 Participation in activities that meet children's needs and reflect their creative, intellectual, physical, and social interests and skills

Children and young people at Endeavour House have the opportunity to partake in varied activities within the house. Books, toys, musical instruments and art and craft supplies are supplied, as well as access to IT and televisions. Children are also able to access the school

at weekends and in the evenings to use facilities such as the playground, which has an extensive range of play equipment – sensory room, soft play room, and school hall.

Children are also encouraged to access the community to take part in activities which interest them and promote their development. Examples of these activities include, among others:

- Swimming
- Visiting museums
- Pottery sessions
- Shopping
- Walks in country parks
- Trips to the cinema/local pubs and restaurants

5. HEALTH

5.1 Healthcare and therapy

Children/young people who live in the Children's Home are registered with a local GP practice. They attend a specialist dentist in the local area and have regular check-ups at the local optician.

To meet their specific health needs, some of our children and young people see off-site consultants and access specialist services within hospitals and clinics. These include conditions such as epilepsy and asthma. We support young people in attending these appointments.

Endeavour Academy employs a part-time Occupational Therapist and a full-time Occupational Therapist Assistant. The Occupational Therapist Team is able to provide input on how to meet the differing sensory needs of the children and young people at Endeavour Academy as well as providing advice and support.

The children and young people have access to regular sessions with the onsite Speech and Language Therapist who delivers sessions for the children and young people at the home as well as providing staff with regular training sessions and observations of practice.

The Occupational Therapist and Speech and Language Therapist carry out regular assessments and write reports relating to the children's progress. They are available to provide support or advice to Endeavour House staff as required.

Children under the care of LD-CAMHS have regular clinic reviews held at the academy by a specialist psychiatrist.

Where there are children with more complex healthcare needs, a Multi-Agency approach is adopted incorporating a Risk and Impact Assessment.

5.2 Nutrition

We believe that well prepared, wholesome, and nutritious food is fundamental to a person's health and well-being. Wherever possible we encourage children/young people to eat more whole foods and support an extensive range of diets based on medical, religious, and cultural needs. The home will cater for children with dietary requirements. All meals at Endeavour House are prepared onsite using fresh ingredients.

5.3 Administration of Medication

All prescribed medication is administered to the children and young people, as per instructions from the prescription. It is administered by staff who are deemed competent in the administration of medication in accordance with our policy.

All staff that administer medication have received specialised safer administration of medication training and a number of staff have additionally been trained to competency assess others on a practical level.

Parents are advised that if their child is registered with their GP at home, then medication can only be issued if we have a copy of up-to-date prescription and clearly labelled medication in original packaging. This is particularly important and relevant to our short break provision. More information can be found in the home's medication policy.

6. POSITIVE RELATIONSHIPS

6.1 Promoting contact between children and their families and friends

Families and friends of the children are encouraged to visit regularly. Special occasions such as birthdays are also often celebrated with family within Endeavour Academy. Visits can also be supported off site, where this suits the family and the child.

Children are encouraged to write letters and cards, or emails to their family. Children may also use skype to call their family.

Key workers provide a link between the family and the Children's Home. Key workers keep in close contact with families and seek to promote a positive relationship between the child and their family.

Staff promote positive relationships between themselves and the children and young people through celebrating achievement, organising, and participating in activities, facilitating house meetings where the children and young people can feedback on their experiences of living in the home, promoting independence and respecting the children and young people's wishes, privacy, and views.

7. PROTECTION OF CHILDREN

7.1 Monitoring and surveillance of children and young people

In order to keep children safe, Endeavour Academy is surrounded by a high fence and gates are locked with fob-operated magnetic locks. This means that children are unable to leave the premises without a member of staff or responsible adult. Children are supervised within the house by staff at all times.

Some of the young people attending our short break facility use an epilepsy sensor to alert staff to any potential seizure activity.

There are currently 2 surveillance cameras located at the front of the school building to monitor access in and out of the Academy campus.

8. LEADERSHIP AND MANAGEMENT

8.1 Contact details for the Registered Provider, Responsible Individual, and the Registered Manager

Registered Provider**MacIntyre Academies Trust**

The Children's Home at Endeavour House is part of Endeavour Academy run by MacIntyre Academies Trust (MAT) registration number 8334745. The sponsor of the Academies Trust is MacIntyre Charity.

The MacIntyre Academies Trust registered office is **Seebeck House, 1 Seebeck Place, Knowlhill, Milton Keynes, MK5 8FR**

Responsible Individual**Andrew Moran, Head of MacIntyre Academies**

MacIntyre Academies

Endeavour Academy, Waynflete Road, Headington, Oxford, OX3 8DD

Email: andrew.moran@macintyreademies.org

Registered Manager**Sarah Nicholson**

MacIntyre Academies

Endeavour Academy, Waynflete Road, Headington, Oxford, OX3 8DD

Tel: 01865 764727 Mob:07432020531

Email: Sarah.Nicholson@macintyreademies.org

8.2 Staff experience and qualifications

The Registered Manager has over 10 years' experience of delivering special education programmes and as a frontline manager in a children's home; supporting young people with learning disabilities and autism through various roles at MacIntyre National Charity.

Sarah acts as one of the Designated Safeguarding Officers for the Academy. Sarah has completed safer recruitment training and acts as recruitment lead for the House, supported by the Business Manager, Jane Grant.

Training is provided for staff, either via e-learning or face-to-face training sessions. This training may include:

- Safeguarding
- Medication
- Team Teach
- Fire Marshal training
- First Aid
- Health & Safety (including Principles of Moving & Handling)
- Food Safety
- Prevent Duty (Counterterrorism)
- E-Safety
- COSHH
- Autism
- Sensory Integration
- Positive Behaviour Support
- Attachment Disorder

(this list is not exhaustive)

It is expected that all staff will hold NVQ 3 or QCF Level 3 in Children and young People's Workforce. If they are unqualified, they are registered and begin working towards the qualification, which has to be attained within two years of employment.

8.3 Management and staffing

The Head of Care provides leadership and oversight of the provision and directly line manages the Residential Team Leaders.

The School Business Manager supports the Head of Care in providing operational oversight in the area of compliance, finance and health and safety.

Residential Team Leaders are responsible for the operational management of each shift and have other defined leadership responsibilities.

Regular supervision is carried out for all staff (including regular agency workers) in accordance with the Endeavour House Support and Supervision Policy.

Supervision provides an opportunity for staff to discuss their personal development and engage in professional reflective practice. Performance is appraised annually in accordance with the MacIntyre Academies Appraisal Policy.

8.4 Governance

The Responsible Individual provides oversight of the activity within the home and supervision for the Head of Care.

The Responsible Individual leads on a cycle of quality assurance which is overseen by MacIntyre Academies Trust as the Registered Provider.

- **MAT Audit & Risk Committee:** As a sub-committee of the MAT Board, the AR Committee has Endeavour House as a standing agenda item and holds the Responsible Individual to account for their oversight of the home. Reports which feed into the meeting include:
 - o Reports on Safeguarding & Health & Safety
 - o Trust wide Risk Register including key risks relating to the home
 - o Quality and Compliance Report
- **Quality and Compliance Group:** currently held every 2 months but usually quarterly, the group is Chaired by the Responsible Individual and the agenda encompasses all key areas of leadership including safeguarding and H&S, behaviours and visit reports during the period.
- **Trust Operational Oversight Group:** meets monthly, although their frequency is increased as required. Any operational issue of concern is escalated to the Responsible Individual immediately.
- Monthly Independent Visitor visits are in place to satisfy Regulation 44.

9. CARE PLANNING

9.1 Criteria for the admission of children to the home

Endeavour House offers provision to young people of all genders from 8 to 19 years of age with a diagnosis of autism and moderate to severe learning difficulties. Young people may also have associated conditions such as ADHD, epilepsy, OCD and/or other health or additional needs which may be met dependent on Endeavour Academy's ability to provide the specialist support or specific environment required.

There are some health conditions that require specific medications that the staff are not able to administer these include chemotherapy drugs. We are therefore unable to meet the health needs of children with overly complex health conditions without ongoing medical supervision, which would need to be provided by the placing Authority.

Referrals are made through the Local Authority and decisions on care packages are made according to the needs of the children and the families via a social care panel.

Staff at Endeavour House aim to work in close collaboration with social workers and other professionals involved to dedicate time to plan admissions, involve the child and their family and offer an empathetic and caring manner.

The placing Local Authority commissions overnight short break care and full-time care at Endeavour House. Care is allocated on the basis of a Child and Family assessment carried out by a social worker in accordance with the Assessment Framework for the assessment of children in need and their families.

A vital element of the admission process is to assess how we support the child/young person to compatibly live alongside the young people they will be joining at Endeavour House. Careful consideration is given to the impact the child's/young person's admission will have on their peers and how the existing group may impact on them too. Careful planning will take place to minimise disruption to all parties.

9.2 Short break provision and urgent placements

Our short break provision is only offered to students who are already attending Endeavour Academy as a day pupil or have already been referred for a residential placement but are awaiting a suitable longer-term vacancy.

Due to the children and young people we support requiring a planned transition, we do not take emergency admissions but can offer swift, well-planned admissions providing we have a suitable vacancy. We have an excellent working relationship with Oxfordshire Children's Disability Team, and we would consider urgent placements depending on the availability of space and resources. We endeavour to work as responsively as possible with the Local Authority and with families to provide a start date as soon as is feasible, considering the needs of the incoming child/young person and their families and balancing this with the needs of the existing children and young people at Endeavour House.

Changes tracker:

Review	Changes	Responsible:
Aug 23	Cover page and contents page refreshed 1.8 Added details of reporting system for Low Level Concerns 8.1 Registered Manager details updated 8.3 Management & Staffing – updated to reflect current practice 8.4 Governance – updated to reflect new governance structure Addition of changes table	Andrew Moran Responsible Individual