

Greasby Hall Farm (GHF) site, comprises of five en-suite bedrooms and a shared living space. There are two lounges. The setting provides accommodation for young people who are ready to take the next steps towards independence. The provision allows exploration of their own abilities and the opportunity to manage their own lifestyles.

The aim of the service is to:

- Deliver an outstanding provision that will enhance the success rate of pupils coping semi/ independently following transition from WKS. Allowing them to experience with trusted staff what will be required to allow them as independent a lifestyle as possible, safely in the knowledge that support is available should they require it.
- Empowering the young people to achieve independence and to become positive members of the wider community
- Enhance the young person's feeling of self-worth.
- Address wider support needs and further encourage opportunities for personal development and achievement, in line with their abilities.

When ready, young people will take responsibility for their own front door key. They and staff will enter and exit GHF via the front door. The inter-connecting door to The Grove will be kept locked and will be used by staff on a needs only basis. Staff can contact each other in either setting through an intercom / telephone system or by walkie talkie.

The young people will have key-working sessions and complete ASDAN units to evidence progression in areas that require extra support until a safe level of independence is achieved. Young people will be supported in their transition to their next placement.

Staff working at GHF will seek to support rather than manage the young people. Whilst providing structure, support, encouragement and guidance they will consult, seek opinions, offer choices and allow young people to make decisions about their own lives. Staff will support young people in GHF to ensure their wellbeing; they will then withdraw support as necessary whilst still being available in GHF.

Alongside the support outlined in Greasby Hall Farm (Including The Grove) Statement of Purpose, young people will develop skills in:

Food and grocery shopping and budgeting

Initially, young people will complete ASDAN life skills modules in this area at their own pace. Afterwards, when the young people feel confident and able, it will be their responsibility to purchase and then replenish their food store. Allocated storage within the fridge and kitchen cupboards can be utilised. When money skills have been achieved, young people will be issued with a pre-paid debit card that they can use to purchase provisions and cleaning products. The card will be replenished on a weekly basis.

Independent travel

Support and guidance will be given to find and use the local bus routes from school to GHF, initially with staff support, when ready, young people will travel to and from GHF independently. They will use part of their weekly allowance to purchase their ticket / pass.

Setting and managing own routines

Young people will discuss with their key worker the routines they would like or need to have in place. These routines will be logged and filed in the young person's Working file

Self-administration of medication

As part of our program to support Independence and self-management of risk, following parental/carers agreement, we will support our pupils (where able) to begin to take responsibility for part or all of their medication.

Young people will be provided with lockable medicines storage boxes for their rooms. Where controlled medicines are prescribed, the management team will assess the associated risks. Where risks are found to be unacceptable medicines will continue to be stored in a locked medical cabinet, in a locked room within GHF main building.

When a young person feels ready to administer their own medication, they are requested to complete a medical declaration form, which is essentially a mutual agreement on the administering and storing of personal medication. The agreement ensures that residents are fully aware of how to use and store their medication and the effects that any medication may have upon them.

In assessing the risk of a pupil to be ready to embark on the journey of being ready to take responsibility for some or all of their medication we as a team must look at the overall risk this incurs. To do this we look at the frequency and severity of the presented risks. It is important to be clear what is meant by frequency and severity. The frequency is how often the risk occurs and the severity is the potential level of harm. The risk is the frequency combined with the severity of any given action to give a total score.

At WKS risk is assessed using the following scoring system which identifies the **severity** of the outcome (1 **minimal**, 2 **minor**, 3 **moderate**, 4 **major**, 5 **severe**) this combined with the **frequency** (1 **rare**, 2 **unlikely**, 3 **possible**, 4 **likely**, 5 **almost certain**) produces an overall score which identifies the level of risk involved (1-25). The score is calculated by **multiplying** severity and frequency.

As part of our program to support independence & self-management of risk we are supporting our pupils (where able) to begin to take responsibility for their own medication using the dynamic risk assessment and plan listed below.

Pupil Name-

Medication Name	Dosage	No. of tablets stored (weekly)	Time/s Taken	Risk Rating Not taking	Risk Rating Overdose	Overall Risk Rating

As part of my plan to become more independent, I am going to start to take responsibility for my medication.

Step 1

On the first day of each week that I am present, I will check in my medication with staff and record the total on a record sheet.

I will set an alarm on my phone to remind me of the times I am to take my medication.

My medication will be stored myself and staff will have a key.

Staff will initially be present to observe me take my medication.

Step 2

Staff will randomly check my medication to make sure the correct numbers of tablets are present.

Absent or missing residents

West Kirby school and college missing person's policy and procedures will be followed should a young person be absent or missing. All young people have a Missing Person's protocol on file.

Visitors

Young people wanting to have visits from friends should first check with staff who are on shift to ensure it is appropriate for friends to visit the setting (which will need to take account of any other issues within the building and staff available). All friends and visitors to GHF will need to sign in the inventory in order to comply with Health and Safety requirements. Young people should have no more than 1 friend to visit at once and visitors in excess of this will be asked to leave. Where young people wish to have more than 1 friends to visit them on special occasions such as birthdays, permission should be sought from the Head of Care to determine whether this will be feasible. Additionally, unannounced friends/visitors need to be aware that they may be asked to leave if it is not convenient for them to stay (e.g. during an incident with other young people). We suggest that friends and visitors will normally only be allowed in communal areas in the building, unless agreed and monitored by staff on duty and if this has been risk assessed as appropriate for bedroom areas.

Fire Safety

Under The Fire Precautions Act 1971 GHF has a fire and evacuation procedure. All staff and young people are fully informed in all aspects of evacuation procedures. There is a full fire drill involving all residents at least once in every school term. Fire drill notices explaining what to do in case of fire are displayed clearly. All fire exits are clearly marked with the appropriate signs. Everyone should be aware of the location of all firefighting equipment, however only trained personnel should ever use them.

Smoking is not permitted in any part of GHF or with the grounds of GHF.

Drugs and alcohol

There are strictly, no drugs or alcohol permitted in any part of GHF. (see WKS policy)

Updated March 23