Colony Architects Ltd.
The Wine Store, Brwery Court, Theale
RG7 5 AJ
Tel: 0118 380 0328
Email: info@colonyarchitects.com

Project: 1032 – RBC & BFfC Children's Homes

Document: Planning Statement – 59 Honey End Lane

Address: 59 Honey End Lane, Reading, RG30 4EL

Proposed Operation: 4-Bed Children's Home

INTRODUCTION

Brighter Futures for Children (BFfC) is committed to providing a nurturing, stable, and supportive environment for children in care. Our modern-day children's homes are designed to meet the highest standards of care, ensuring that every child has the opportunity to thrive in a family home environment, promoting their well-being, development, and preparation for independent living. This document outlines the assumed current use and proposed use, including daily operations and management structure for the BFfC residential homes.

The purpose of this planning application is to formalise the proposed land use as a C2 (Residential institution) as well as meeting the requirements of Ofsted. The summary of proposed use and additional information provides further detail, however the applicant would like to re-iterate that the purpose is to create a 'family home' type environment for children to support their needs in developing life skills & educational milestones.

CURRENT USE

The property is a detached house on Honey End Lane in West Reading and has been in use as a household for in excess of ten years.

Colony Architects Ltd.
The Wine Store, Brwery Court, Theale
RG7 5 AJ
Tel: 0118 380 0328
Email: info@colonyarchitects.com

PROPOSED USE

Purpose:

- Class C2 (Residential institution)
- A 4-bedroom children's home designed to provide stable, long-term homes for up to four children.

Staffing:

- Managed by a Registered Manager with a Deputy Manager and a team of Key Workers and Night Staff.
- Up to 3 staff on site at one time

Daily Operations:

- Focuses on structured routines, educational support, and therapeutic activities.

Special Features:

- Family-style dining area, recreational spaces, and a secure outdoor garden.

Primary Goals:

- Support children in achieving educational milestones, therapeutic progress, and life skills development.

Day to day life:

- 3 to 4 children living in the home at one time, with up to 3 adults in any one day. Shift patterns would not start/end before 7am or after 10pm, with adults sleeping overnight in the home. As with any family home, adults will be present at all times, children will leave to attend school and activities. Children and adults will use the garden in the summer. Occasional visitors can be expected, which would be usual in any residential property.

Length of stay:

- primary goal is the children having a stable home. Long term, which is usually minimum 9 months.

Colony Architects Ltd.
The Wine Store, Brwery Court, Theale
RG7 5 AJ
Tel: 0118 380 0328
Email: info@colonyarchitects.com

ADDITIONAL INFORMATION

BFfC CHILDREN'S HOMES OPERATIONAL PLAN:

Daily Operations

1. Staffing and Supervision

Each home will operate with a team of trained staff, ensuring continuous support and supervision:

- **Shift Structure:**
  - Shifts will not start or end before 7am
  - Shifts will not start or end after 10pm
  - There will be sleep-in shifts as required.
- **Team Composition:**
  - Head of Service: Overseeing all 3 properties.
  - Registered Manager: Overall responsibility for the home's operations.
  - Deputy Managers: Assists in daily management tasks.
  - Key Workers: Provide direct support to children, focusing on their individual care plans.
  - Night Staff: Ensure safety and security during overnight hours.
  - Domestic Staff: Maintain cleanliness and hygiene in the home.

2. Daily Schedule for Children

A structured routine will be in place to support the children's emotional and physical wellbeing:

- **Morning Routine example:**
  - 7:00 AM – Wake up, hygiene, and breakfast.
  - 8:00 AM – Prepare for school/activities.
  - 8:30 AM – Transport to school (if applicable).
- **Daytime example:**
  - School attendance or planned education/activities.
  - Domestic staff maintain the home's cleanliness and prepare meals/snacks.
- **Afternoon/Evening Routine:**
  - 3:30 PM – Return from school.
  - 4:00 PM – Snack and relaxation time.
  - 5:00 PM – Homework support or one-on-one sessions with key workers.
  - 6:30 PM – Dinner (family-style meal with staff and children together).
  - 7:30 PM – Recreational activities (e.g., games, art, or outings).
  - 8:30 PM – Wind-down time, including hygiene routines and preparing for bed.
- **Night Routine example:**
  - 9:00 PM – Lights out for younger children.
  - 10:00 PM – Lights out for older children (flexible based on individual needs).

3. Individual Care Plans

- Each child will have a personalised care plan developed in collaboration with their social worker and key worker.
- The care plan will outline educational goals, therapeutic needs, and personal development objectives.
- Regular reviews will be conducted to assess progress and make adjustments.

Colony Architects Ltd.
The Wine Store, Brwery Court, Theale
RG7 5 AJ
Tel: 0118 380 0328
Email: info@colonyarchitects.com

4. **Education and Activity examples:**
   - **Educational Support:**
     - Daily homework assistance.
     - Coordination with schools for Individualised Education Plans (IEPs).
     - Access to tutoring services as needed.
   - **Therapeutic and Recreational Activities:**
     - Weekly therapy sessions (in-house or external providers).
     - Regular outings to promote social and life skills.
     - On-site activities like cooking, gardening, and art therapy.

5. **Health and Wellbeing examples:**
   - **Healthcare Coordination:**
     - Scheduled medical, dental, and mental health appointments.
     - Staff trained in administering medication and first aid.
   - **Nutrition:**
     - Balanced meal plans meeting dietary needs.
     - Opportunities for children to participate in meal planning and preparation.

6. **House Meetings and Feedback examples:**
   - Weekly house meetings will be held to:
     - Discuss house rules, routines, and events.
     - Encourage children to voice their concerns and suggestions.
     - Foster a sense of community and responsibility.

7. **Safeguarding and Security examples:**
   - **Safety Measures:**
     - Secure access to the home (locked doors, CCTV as needed).
     - Staff trained in safeguarding protocols.
   - **Incident Management:**
     - Clear procedures for reporting and addressing incidents.
     - Regular fire drills and safety checks.

8. **Documentation and Reporting examples:**
   - Daily logs maintained for each child, including activities, behaviours, and incidents.
   - Regular reports submitted to BFfC management and social workers.

Management and Oversight

Roles and Responsibilities

- **Head of Service:**
  - Provide strategic oversight of Readings in-house children homes
  - In line with regulations, support Registered Manager so that all homes are rated good and outstanding by Ofsted.
  - Promote and embed a Trauma-informed and restorative practice model approach; while keeping a whole family perspective in mind.
- **Registered Manager:**
  - Ensure compliance with Ofsted regulations and BFfC policies.
  - Oversee staff performance and development.
  - Maintain the home’s budget and resource allocation.
- **Deputy Manager:**
  - Support the Registered Manager in administrative and operational tasks.

Colony Architects Ltd.
The Wine Store, Brwery Court, Theale
RG7 5 AJ
Tel: 0118 380 0328
Email: info@colonyarchitects.com

- Step into the managerial role during the manager's absence.
- **Key Workers:**
  - Act as primary points of contact for individual children.
  - Develop and implement care plans.

Governance and Compliance

- Regular audits by BFfC and external agencies.
- Compliance with Ofsted standards for residential care.
- Monthly performance reviews and feedback sessions with staff.

Community Integration and Family Involvement

- Facilitate regular family visits where appropriate.
- Encourage participation in local community events and programs.
- Collaborate with schools and local services to support the children's development.

Contingency and Emergency Planning

- Emergency contact protocols for staff and children.
- Backup staffing plans to ensure continuity of care.
- Crisis management training for all staff.

Continuous Improvement

- Regular feedback from children, families, and staff to identify areas for improvement.
- Ongoing training and professional development for staff.
- Implementation of best practices in residential care.

Conclusion

This operational plan provides a structured framework to ensure the effective daily management of BFfC children's homes. The focus remains on creating a nurturing environment that prioritises the safety, development, and well-being of children in care.