STATEMENT OF SAFETY/SECURITY ARRANGEMENTS

1. **Statement**

Omega Care Group believes the safety, wellbeing and security of its staff and of the young people engaged with its services to be of paramount importance.

Omega Care Group acknowledges and accepts that it has both moral and statutory responsibilities and duties to promote safety and security and that it should put in place pre-emptive and precautionary measures where possible. This includes:

1. Securing all windows and doors in the evenings when all young people are expected to be in bed.
2. Ensuring homes are in good repair and that maintenance issues are addressed in a timely manner.
3. Implementing the Visitors’ Protocols fully, including signing in/out.
4. Ensuring sensitive material is locked away or password protected (this may include material on computer screens).
5. Use of ID badges, both Omega issue and those of visitors where relevant.
6. Ensure all first aid issues are recorded within the Accident recording log.
7. Use of the on-call Duty Manager rota - ensure currency.
8. Valuable items should not be brought to work, all personal possessions should be secured.
9. Ensuring that replacement light bulbs are on site.
10. Ensuring emergency flashlight is on site.
11. Staff should have a clear understanding of Emergency Procedures.
12. All incidents should be recorded.
13. **Building Security**

* All maintenance issues should be reported, and recorded in the maintenance log and daily records.
* If an immediate repair is needed, that is, if safety or security may be compromised, the on call should be contacted to arrange a repair as soon as possible.
* All tools and sharps should be locked away in a secure environment and be counted each day and documented accordingly.
* Monthly House Risk Assessment should be completed by the manager monthly
* Staff should ensure the front doors of provisions are remained locked from the outside at all times
* Where possible, all hobs will be induction to reduce the risk of burns and accidents. No child or young person to use the cooker or hob if intoxicated or believed to be under the substance of drugs which is affecting their functioning.
* Of a night time, staff must ensure the building is closed down securely in adherence to the protocol of the home
* Children and young people should never have access to the keys of the provision and all keys should be stored securely.

1. **Aggression/Destructive Behaviour by young person**
2. Staff should use distraction/diffusion techniques in line with the Behavioural Support Policy and Physical Intervention Policy (RPI) (Children Residential Only)
3. Staff should maintain distance and personal safety
4. The 10-point checklist should be put into action.
5. The police should then be contacted if deemed necessary after completing the 10-point check list
6. The on-call Duty Manager should be contacted with all details (if out of normal working hours).
7. Effect any emergency repairs necessary after resolution of incident.
8. All details of incident should be recorded.
9. Staff should be offered support and a de-brief supervision.
10. Staff should be offered support and a de-brief supervision.
11. Following an incident, a young person should be offered an opportunity to talk. There thoughts and feelings of event should be captured. A young person should also be offered a complaints form – procedure to be followed as per complaints policy.
12. **Home Invasion/Intruder**
13. Do not engage.
14. Enter/remain in office-ensure secure.
15. The police should be contacted with all known details.
16. The on-call Duty Manager should be contacted.
17. Staff to remain in office until arrival of police.
18. Effect any emergency repairs necessary after resolution of incident.
19. All details of incident should be recorded.
20. Determine with Duty Manager if Reportable Incident - if so contact the HSE
21. Staff should be offered support and a de-brief supervision.
22. Following an incident, a young person should be offered an opportunity to talk. There thoughts and feelings of event should be captured. A young person should also be offered a complaints form – procedure to be followed as per complaints policy.
23. **Reporting and Recording**
24. All accidents and incidents are to be recorded. If young people are involved, these are to be retained in their individual files with details provided to their social worker or EDT dependent on the nature/seriousness of the incident.
25. All incidents and accidents should be reported to a Manager, either on site or through the on-call rota system.
26. Dependant on incident and accident Ofsted will be notified in line with Children Regulation 2015 (Children Residential only)
27. Certain levels of incident/accident are Reportable, this includes acts of violence towards staff, home invasion and some accidents. Reporting is to the HSE as laid out in the Health and Safety File and should be undertaken as soon as practicable.
28. Managers should review incidents/accidents monthly at both staff and managers’ meetings, with any learning or additional measures to be implemented fed back to all staff.
29. An audit of events/incidents will be undertaken on a 6-monthly cycle, through the management team, and information/learning disseminated across the organisation to develop and improve practice.