

MANAGEMENT PLAN

2 Shepherds House Lane, Earley, Reading, RG6 1AD

Proposed Children's Home (Use Class C2)

1. Number of Children and Intensity of Use

- The home will accommodate a maximum of 2 children aged between 5 and 17 years.
- This capacity is appropriate to the size and layout of the property, with two dedicated children's bedrooms on the first floor and generous shared living accommodation (lounge, reception room, dining room and kitchen) at ground floor, and is intended to create a genuinely family-style, homely environment.
- The level of activity at the property will reflect that of a standard family home, ensuring minimal impact on the character of the surrounding residential area.
- The home will integrate positively within the community, promoting good neighbourly relations and community cohesion.

2. Staff-to-Children Ratio and Delivery Model

- The staff-to-children ratio will be in line with Ofsted requirements and each child's individual care plan, typically up to 1 staff member per child depending on assessed needs.
- Two care staff will work a co-ordinated shift pattern, with a minimum of one trained member of staff present with the children at all times, day and night.
- A Registered Manager will be on site Monday to Friday between 09:00 and 17:00, providing day-to-day leadership and oversight of the home in addition to the two care staff, with on-call senior management support available out of hours. The Registered Manager will hold a minimum Level 5 qualification in Leadership and Management.
- Additional staff cover may be arranged at peak times (for example, mornings and evenings) to support children's routines, in accordance with individual risk assessments.

3. Level of Need of Children Accommodated

- The home will provide care for children requiring general residential support, including those with mild to moderate emotional and behavioural difficulties (EBD), learning needs, and/or sensory impairment.
- Children will be cared for on a medium-to-long-term basis, enabling them to integrate into the local community, build stable relationships with their carers, and access local education and services.
- Suitability assessments will be undertaken prior to any placement to ensure that children placed at the home can thrive within the local environment and access nearby mainstream schools and services, including Alfred Sutton Primary School and The Bulmershe School, both within approximately 0.7 miles of the site.
- The home will not accommodate children whose assessed needs cannot be safely met within a small, community-based domestic setting of this kind.

4. Staff Shift Patterns and Transport Arrangements

- Day staff will typically work a shift pattern covering approximately 7:30am to 10:30pm, with night staff covering 10:30pm to 7:30am on a waking-night or sleep-in basis from the dedicated first-floor staff sleepover room.
- The Registered Manager will typically work standard office hours (09:00 to 17:00), Monday to Friday.
- The property benefits from off-street parking for two vehicles on the existing frontage, which will accommodate day-to-day staff parking; any additional overlap during shift changeovers will be brief and infrequent.
- Staff will be encouraged to travel to work by public transport, on foot, or by bicycle; a bus stop is located immediately outside the site on London Road, and Earley railway station is within reasonable distance of the property.
- Shift changeovers will be co-ordinated with a short handover overlap to minimise the number of vehicle movements at the property at any one time, and all handovers will take place inside the property.

5. Professional Visits

- Visitors such as social workers, therapists, and Ofsted inspectors may attend the property periodically, by prior appointment only.
- Statutory social worker visits will typically take place once every six weeks, or as required by each child's care plan, each lasting approximately one hour.
- Visits will be pre-arranged and scheduled, generally during normal daytime hours, to minimise disruption to the children and neighbours.
- Visitor numbers will be kept low, typically no more than one to two professionals present at any one time, with parking accommodated within the two on-site spaces.

6. Scheduling of Visits and Staff Meetings

- Staff training and team meetings will generally be held off-site at the provider's administrative offices.
- Any on-site meetings will be infrequent, involve small numbers of attendees, and take place during daytime hours.
- All professional and family visits will be by appointment only.

7. Educational Support for Children

- Children will attend local mainstream schools or specialist education placements wherever possible; the site is well located in this respect, within approximately 0.7 miles of both Alfred Sutton Primary School and The Bulmershe School.
- Where home-based educational support is required on a short-term basis, this will be limited to a quiet study area used for 1:1 tutoring and will not resemble a formal classroom setting.

8. Therapeutic Care On-Site

- Low-level emotional and behavioural support will be provided on-site by trained care staff as part of day-to-day care.

- Specialist therapeutic sessions, such as counselling, will generally take place off-site or be conducted privately within the home by visiting professionals.
- No structural alterations are proposed to accommodate therapy facilities.

9. Case Reviews

- Statutory case reviews will primarily take place off-site at professional venues.
- Any on-site reviews will be small-scale and pre-scheduled during normal daytime hours.

10. Family and Friends Visits

- Family visits will be arranged in advance and limited to no more than two visitors at a time, during reasonable hours.
- Contact visits will generally be arranged off-site at a suitable venue in accordance with each child's care plan.
- Visitors will not stay overnight at the property.

11. Ofsted Registration

- The home will be registered with Ofsted, and all operations will comply with the Children's Homes (England) Regulations 2015.
- The home will be subject to Ofsted inspection, providing continuous independent oversight of the quality and safety of care.

12. Supervision of Children

- Children will never be left at the property without appropriate staff supervision.
- Staffing levels will ensure continuous, appropriate supervision tailored to each child's individual needs and risk assessment.

13. Children Leaving the Property

- Children will be permitted to leave the property in accordance with their individual care plan and risk assessment.
- Staff will at all times be aware of each child's whereabouts; unsupervised outings, where appropriate, will depend on the child's age, maturity, and assessed risk level.

14. Staff Awareness of a Child Leaving

- Staff will be informed immediately whenever a child leaves the property.
- A sign-in/sign-out system will be maintained for both children and visitors.

15. Curfew

- An appropriate curfew will be set for each child, subject to individual risk assessment and care plan, typically in the early-to-mid evening on weekdays and slightly later at weekends.
- Curfew breaches will be managed through welfare checks, contacting the child directly, and liaison with relevant authorities as necessary.

16. Breach of Curfew Protocol

In the event of a curfew breach, staff will follow agreed safeguarding protocols, including:

- Contacting the child directly.
- Notifying the Registered Manager and the relevant placing authority.
- Informing the police where necessary, in accordance with the home's Missing-From-Home procedures agreed with the placing authority and Thames Valley Police.
- Maintaining clear and prompt communication with neighbours where appropriate.

17. Security Provisions

- The property will have secure entry points, with controlled access arrangements.
- Internal alarms on exit doors may be installed where individual risk assessments identify this as necessary.
- Regular perimeter checks will be conducted as part of staff duties, and the rear garden will be securely enclosed.

18. CCTV Installation

- External CCTV will cover the entrance and approach to the property; internal CCTV is not proposed, to safeguard the privacy of children, save where a specific need-based risk assessment identifies this as necessary for safeguarding reasons.
- Any CCTV installed will comply fully with UK GDPR and relevant data protection requirements.

19. Resident Concerns Procedure

- A dedicated contact telephone number and email address for the home's Registered Manager will be provided to neighbouring residents prior to the home opening.
- Residents will be able to report any concerns directly to the Registered Manager, with acknowledgement within 24 hours.
- A community liaison approach will ensure that any issues raised are addressed promptly and transparently.

Summary of Key Commitments

- Maximum of 2 children aged 5 to 17 years in residence at any one time.
- A Registered Manager on site Monday to Friday (09:00-17:00), with 2 care staff working co-ordinated shift patterns providing continuous day and night cover.
- Care for children with mild to moderate emotional and behavioural difficulties, learning needs and/or sensory impairment, subject to suitability assessment.
- Pre-scheduled professional visits and meetings, kept to a minimum, with all parking contained within the two on-site spaces.
- Children supported to attend local mainstream education.
- Low-level on-site therapeutic support only; no clinic-style facilities.
- Staff encouraged to travel sustainably, with co-ordinated shift changeovers and all handovers taking place inside the property.

- Clear physical security measures and an individually risk-assessed curfew system for each child, with missing-from-home protocols agreed with the placing authority and Thames Valley Police.
- A direct resident contact and complaints procedure for community concerns.
- Ofsted-regulated operation throughout, ensuring quality, safety and accountability.

This Management Plan is intended to promote the safe, stable operation of the home while fostering positive relationships with the local community. The applicant is content for compliance with this Management Plan to be secured by planning condition.

Prepared by: Anjum Design Ltd

Avon House, 435 Stratford Road, Shirley, Solihull, B90 4AA

Tel: 07984 560 650 | Email: info@anjumdesign.co.uk

Date: August 2026