

# Inspection report

17 Park Road  
Care Home Service

Kirkcaldy

**Inspected by:** Morag Peggie  
(Care Commission Officer)

**Type of inspection:** Announced (short notice)

**Inspection completed on:** 5 October 2006

**Service Number**

CS2003006824

**Service name**

17 Park Road

**Service address**

Kirkcaldy

**Provider Number**

SP2004005267

**Provider Name**

Fife Council

**Inspected By**Morag Peggie  
Care Commission Officer**Inspection Type**

Announced (short notice)

**Inspection Completed**

5 October 2006

**Period since last inspection**

4 months

**Local Office Address**Care Commission, Largo House, Carnegie Avenue,  
Dunfermline KY11 8PE

## **Introduction**

17 Park Road, Kirkcaldy is a residential care home for children and young people, provided by Fife Council Social Work service. The service had been registered under the Regulation of Care (Scotland) Act 2001 since April 2002, to provide a care service to a maximum of 4 children and young people age from 11 to 18 years.

The service promotes the inclusion of children and young people in education and the community, by supporting them and their families and ensuring individual needs are met.

## **Basis of Report**

This report is based on evidence produced, observations made and discussions with the manager, staff and young people present during the announced inspection on 5th October 2006, carried out by Morag Peggie and Ann Easton, Care Commission Officers.

An audit of Fife Council Social Work Service's recruitment policies and procedures was also undertaken by the Care Commission in April 2006.

In accordance with Care Commission procedures for the inspection year 2006-7, prior to this inspection, a Regulation Support Assessment (RSA) was carried out to determine what level of support was necessary.

The RSA is an assessment undertaken by the Care Commission Officer which considers; type of service, complaints activity, changes in the provision of the service, nature of notifications made to the Care Commission by the service, action taken upon requirements etc.

This service was required to have a low level of support that resulted in an inspection based on the national inspection themes:

- Support Arrangements
- Child Protection
- Fire Safety
- Environment
- Restraint
- Nutrition
- Safer recruitment and the SSSC Codes of Practice

These themes have been reported under the following National Care Standards for Children and Young People:

- Standard 2 First meetings
- Standard 5 Your environment
- Standard 6 Feeling safe and secure
- Standard 7.7 Confidence in staff
- Standard 10. Eating well

## **Action taken on requirements in last Inspection Report**

One requirement was made at the time of the last inspection. The service had actioned this requirement.

**Comments on Self-Evaluation**

The Annual return had been completed on line, but the Manager reported that the Self Evaluation had not been completed and returned due to technical problems in completing them electronically. Strengths and areas for development were identified and agreed during the inspection.

**View of Service Users**

Young people spoken to by the Care Commission Officers were comfortable in the service and able to relate to staff. Staff supported them in their education and to access outside support and activities.

**View of Carers**

No carers or family members of the young people were met with during this inspection.

## **Regulations / Principles**

### **Regulation :**

### **Strengths**

### **Areas for Development**

## **National Care Standards**

### **National Care Standard Number 2: Care Homes for Children and Young People - First Meetings**

#### **Strengths**

Personal care plans were drawn up for each young person within three days of arriving at the service. The care plans outlined appropriate care and welfare needs, included risk assessments and were reviewed, with the young person's involvement, on a monthly basis and with the involvement of the young person, their family and social worker on a six monthly basis.

Each young person had been matched to a key worker and would also approach other workers for support if required.

#### **Areas for Development**

At the time of inspection, risk assessments for young people were being reviewed and updated.

### **National Care Standard Number 5: Care Homes for Children and Young People - Your Environment**

#### **Strengths**

The premises were clean and in a good state of repair. The manager confirmed that repairs were normally completed quickly, with urgent repairs usually carried out within 24 hours. Young people had access to reading material, computers, electronic games, video/DVD and music equipment. Space was available for young people to meet together, with family members or spend time alone. Each young person had their own bedroom which was furnished with items chosen in consultation with them.

A garden area was also available and outdoor equipment was available, including camping equipment and bicycles which were securely stored.

#### **Areas for Development**

At the time of inspection, young people had been involved in compiling personal 'wish lists' and had also been consulted in plans for re-decoration of the premises. These areas for

development will be addressed in the coming months.

## **National Care Standard Number 6: Care Homes for Children and Young People - Feeling Safe and Secure**

### **Strengths**

The service held a child protection policy and procedure within this document were used when staff had concerns. A copy of Fife Child Protection Committee Inter-Agency guidelines was also held.

A fire safety risk assessment specific to the premises had been carried out. A fire safety policy and emergency fire action plan was in place. Fire equipment maintenance and testing was recorded with fire drills practised regularly.

A copy of the best practice guidance 'Holding Safely' was held by the service and staff attended annual training for behaviour management including de-escalation procedures.

### **Areas for Development**

All policies and procedures, including those relating to child protection, were undergoing review at the time of inspection. Plans were also in hand for all staff to undergo updated child protection training.

A record of fire safety training must be maintained to evidence that training on fire safety issues is undertaken at least twice annually, one of which may be as a fire evacuation of the premises. A recommendation is made (1).

## **National Care Standard Number 7: Care Homes for Children and Young People - Management and Staffing**

### **Strengths**

Staff employed in the service were recruited and selected through a process that takes account of safe recruitment practices.

Copies of the Scottish Social Services Council Codes of Practice were held by staff and the contents of these documents had been discussed, ensuring staff were aware of their responsibilities under the codes. Staff were registered with the Scottish Social Service Council as appropriate.

### **Areas for Development**

Although the manager confirmed that a record of staff training was held centrally by Fife Council, individual staff files held little evidence of training undertaken. The service should consider recording individual training undertaken within staff files, including certificates of course completion where appropriate. This would assist in monitoring training needs and in evidencing staff knowledge and skills. A recommendation (2) is made.

## **National Care Standard Number 10: Care Homes for Children and Young People - Eating Well**

### **Strengths**

The service had developed guidelines on nutrition, and assessments were undertaken of young people's nutritional needs and preferences. Personal plans reflected this. Menus were planned accordingly, with fresh produce used. Healthy eating was encouraged and fruit was available at all times. A pleasant, well equipped dining room was used and the social aspect of meal times was promoted by staff. Staff held appropriate qualifications in food preparation and handling.

### **Areas for Development**

None were identified.

**Enforcement**

No enforcement action had been taken.

**Other Information**

During the inspection it was noted that although the Care Commission Registration Certificate was on display, a staffing schedule was not. A replacement staffing schedule will be issued to the service and must be displayed alongside the Registration Certificate.

The manager was reminded that the Care Commission must be notified of serious incidents and of any changes to the premises.

**Requirements**

No requirements were made.

**Recommendations**

1. An appropriate record of fire safety training must be maintained to evidence that staff have undertaken training, provided by an appropriate person, at least twice annually.

Reference:- National Care Standards care homes for children and young people. Standard 6 - Feeling Safe and Secure.

2. It is recommended that training undertaken is recorded within individual staff files, including certificates of course completion where appropriate. This would assist in monitoring training needs and in evidencing staff knowledge and skills.

Reference - National care Standards care homes for children and young people. Standard 7 Management and Staffing.

**Morag Peggie**

**Care Commission Officer**