

MANAGEMENT PLAN

Introduction

This Management Plan outlines the operational framework, safeguarding measures, and day-to-day management of the property at 22 Willoughby Road under its proposed use as a small-scale, therapeutic residential placement for young people (aged between 8–17) with permanent staff at any one time residing at the property.

The intention is to provide a stable, family-like environment for children requiring care, consistent with the definition of a single household under Use Class C3(b).

Statement of Purpose

The home will provide high-quality, child-centred care in a domestic setting; Support young people with emotional, behavioural, or social needs; Promote education, independence, and wellbeing and operate in line with relevant UK legislation, including:

- Children's Homes (England) Regulations 2015
- Care Standards Act 2000
- Ofsted requirements

Occupancy and Staffing

There will be a maximum of 2 children, aged 13–17 including one permanent carer (ground floor flat) and a maximum of 3 children, aged 8-17 including a permanent carer (first floor flat). Placements would be carefully matched to ensure compatibility with no risk or specialist placements requiring intensive institutional care.

Staffing Structure

The household will have a 24/7 staff on duty at all times. The staff would have a minimum requirement of level 3 Diploma in Residential childcare and all staff would be subject to enhanced DBS checks, safeguarding training, and ongoing professional development.

Property Use and Layout

- The property will remain in residential use with no external alterations
- Bedrooms allocated to young people; staff will have their separate rooms provided within the building.

- Communal spaces (kitchen, lounge) used in a typical family arrangement
- No institutional signage or commercial appearance

Safeguarding and Risk Management

The household will have Clear safeguarding policies in line with local authority procedures, designated safeguarding Lead and regular staff training and supervision.

The management will provide individual care plans and risk assessments for each resident including dynamic risk management to ensure safety of residents, staff and neighbours.

Behaviour Management

Emphasis would be put on de-escalation and therapeutic approaches with no restraint unless absolutely necessary and compliant with regulations.

Impact on the Local Community

The home will operate as a normal household. Visitors would be kept to a minimum and managed appropriately and neighbours provided with a contact number for the Registered Manager.

House rules will be in place regarding noise levels, visitors and staff supervision to ensure minimal disruption.

Anti-Social Behaviour

Zero tolerance approach will be applied in the event of any anti-social behaviour. Intervention strategies would be laid down and liaison with local services would be maintained.

Education and Daily Routine

All the residence young people will be either in full-time education, training, or alternative provision. The structured daily routines will include, school attendance, homework and support life skills development. Positive activities such as sports, community engagement and other hobbies will be encouraged.

Health and Wellbeing

Registration with local GP, dentist, and health services will be done including support for mental health needs, emotional well-being and access to external professionals where necessary.

Transport and Parking

It is expected that there would be no significant increase in traffic. The use of public transport will be encouraged and existing parking arrangements retained.

Waste Management

Refuse and recycling will be managed in line with local authority arrangements. Regular collection and proper storage will also be maintained.

Security

Standard residential security measures will include locks and alarms in appropriate places and supervision to ensure safe entry/exit

Regulatory Compliance

The home will:

- Be registered with **Ofsted** (if required under placement type)
- Comply with:
 - Children's Homes Regulations
 - Health and Safety legislation
 - Fire safety requirements (risk assessments, alarms, escape routes)

Management and Oversight

The day-to-day operation and strategic oversight of the property will be managed in coordination with:

General Manager

Black Katz Management,
21 West Hampstead Mews
London
NW6 3BB
Tel: 020 7428 9494

Management Structure

The registered manager (responsible for care provision and regulatory compliance) will oversee the daily running of the home. The Manager will report to the General Manager at Black Katz Management, who will provide:

- Property oversight and maintenance coordination
- Liaison support between the operator and property owner

Roles and Responsibilities

- **Registered Manager:**
 - Safeguarding and child welfare
 - Staff supervision and training
 - Ofsted compliance and inspections
 - Care planning and behaviour management
- **General Manager – Black Katz Management:**
 - Ensuring the property is maintained to a high standard
 - Coordinating repairs and statutory safety checks

- Supporting compliance with housing and planning requirements
- Acting as a point of escalation for property-related matters

Accountability and Communication

- Clear lines of communication will be maintained between:
 - Care staff
 - Registered Manager
 - General Manager (Black Katz Property Management)
- Regular reviews will ensure both:
 - Care standards
 - Property standards are consistently upheld.

Emergency Procedures

- Fire evacuation plan in place and regularly practiced
- Emergency contact systems for:
 - Staff
 - Local authorities
 - Guardians/social workers
- Incident reporting procedures maintained

Conclusion

The proposed use of 22 Willoughby Road as a small residential home for young people will:

- Maintain the residential character of the property and area
- Provide a safe, supportive environment for vulnerable children
- Operate with minimal impact on neighbours and local infrastructure

This management plan demonstrates that the property will function as a **single household**, consistent with Class C3(b), and will be responsibly managed to the highest standards of care.