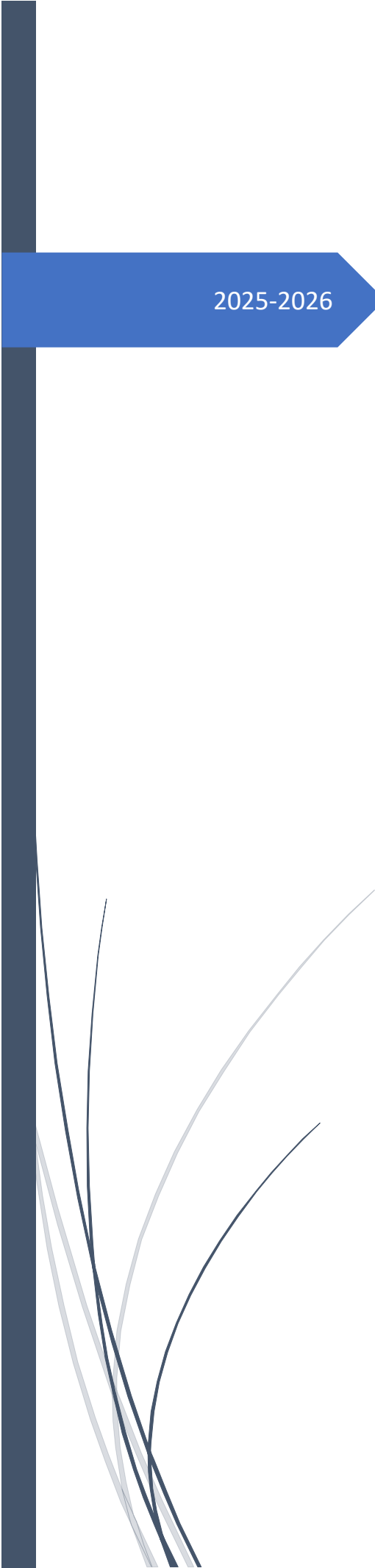


A thick dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from this bar, containing the text '2025-2026'. In the bottom left corner, there are several thin, curved lines in dark blue and light grey, resembling stylized grass or reeds.

2025-2026

ALTERNATIVE PROVISION

BUDLEIGH HOUSE

Richmond House Social Care Service
EASY-READ VERSION



RICHMOND HOUSE SOCIAL CARE SERVICE

ALTERNATIVE PROVISION

Easy-read version for young people.



Welcome to Budleigh House!



Alternative Provision Team

AP Instructor
Head of Service



Mr Al Karaki
Safeguarding Lead, Fire Marshal

AP Instructor
Student Support Coordinator



Mrs Okasheh
Deputy Safeguarding Lead - Fire Marshal

AP Teaching Assistant
Developmental Facilitator



Mrs Bullement
Deputy Safeguarding Lead - Fire Warden

AP Teaching Assistant
Occupational Therapist



Miss Robinson
First Alder

AP Quality Coordinator
Music Therapist



Mr Watson
First Alder

AP Teaching Coordinator
Recreational Therapist



Miss Khanom
First Alder

AP Teaching Assistant
Youth Worker



Harvey Bukbuy
First Alder

AP Teaching Assistant
Children's Practitioner



Louise Shepherd
First Alder



RICHMOND HOUSE SOCIAL CARE SERVICES

SAFEGUARDING TEAM

EVERYONE HAS A DUTY TO SAFEGUARD CHILDREN AND PROTECT THEM FROM HARM

KEEPING CHILDREN IN OUR CARE SAFE IS PARAMOUNT TO US AT RICHMOND HOUSE PREMISES AND VENUES, AND SAFEGUARDING IS THE RESPONSIBILITY OF ALL MEMBERS OF OUR ORGANISATION.

DESIGNATED SAFEGUARDING LEAD



MR AL KARAKI

DDSL



MRS OKASHEH

DDSL



MRS BULLEMENT

Designated Safeguarding Lead (DSL):

Mr. Jay Al Karaki

Phone: 07484371525

Email: jay@rhscs.org.uk

Deputy Designated Safeguarding Leads (DDSL):

Mrs. Hala Okasheh

Phone: 07761540911

Email: hala@rhscs.org.uk

Deputy Designated Safeguarding Leads (DDSL):

Mrs. Pauline Bullement

Phone: 07878471242

Email: pauline.bullement@rhscs.org.uk

IF YOU ARE WORRIED ABOUT A CHILD, TELL A STAFF MEMBER. EVERYONE MUST HELP KEEP CHILDREN SAFE. REPORT ANY CONCERNS TO ANY MEMBER OF THE STAFF. THEY ARE ALL SAFEGUARDING TRAINED.

THE TEAM ARE ALWAYS HERE TO HELP, IF IT WORRIES YOU, REPORT IT TO THE SAFEGUARDING TEAM, POLICE 999 OR LADO TEAM



Who We Are:

- Budleigh House is a special place for children who need extra help.
- We are part of Richmond House, which supports children who might find regular school hard sometimes.

Where We Are:

- We are in Scunthorpe, near fun places like Messingham Zoo and West Stockwith Lock.
- At Budleigh House, you can learn new things and have fun too!

What We Believe In:

- Doing Our Best: We want everyone to try their hardest.
- Caring About Feelings: It's important to feel happy and make friends. We want everyone to feel safe here.

What We Do:

- Strong Friendships: We want you to get along with your teachers and friends.
- Support You Need: We help you feel confident and do your best.
- Prepare You for the Future: We want to help you learn skills for a bright future!



How We Help You Grow:

- **Stay Strong:** Even when things are tough, we help you not give up.
- **Feel Proud:** We help you feel good about yourself.
- **Manage Your Feelings:** We help you understand and handle your feelings.
- **Make Friends:** We help you build good friendships and trust others.

Our Goal:

We want you to succeed in school and in life. At Budleigh House, we'll help you feel happy, confident, and ready for a great future!

Coming to Budleigh House:

- **Why It's Important:** Coming every day helps you learn new things, make friends, and feel part of the Budleigh House family.
- **Be on Time:** Budleigh House starts at 10:00 a.m. and finishes at 4:00 p.m.
- **Tell Us If You're Sick:** If you're unwell, have your parent or guardian call to let us know.
- **Ask for Help:** If you're finding it hard to come, talk to your teacher or an adult.

Rewards for Good Attendance:

- You can earn stickers, certificates, or even special playtime when you come regularly!
- You might also get to join in on fun trips or be invited to special activities!



What to Do in an Emergency:

If something happens and you don't feel well or need help, follow these steps:

1. **Tell a teacher:** Let any adult in the house know if you feel unwell.
2. **Go to the Office:** They will help you feel better.
3. **Ask for Help:** If you're not at Budleigh House, call your parent or guardian.

Important Contacts:

- **Jay (Head of Services):** 07484 371525
- **Hala (Manager):** 07761 540911
- **Pauline (Deputy Manager):** 07878 471242
- **Emergency:** Call 999 or NSPCC at 0808 800 5000





SHARE

RESPONSIBLY

We all love to share photographs, fun things we're doing and much more.

Be careful what you share and always ask permission if somebody else is in the photo or video.



MANAGE

your PRIVACY

If you're using apps that can communicate with others, turn on privacy.

Only let people you really know follow you unless you've asked permission from your parents.



ASK

for HELP

Don't ever be worried about asking for help from someone you trust.

You will NOT be judged.

RESPECT

OTHERS

Be kind.

Other people may have different opinions from you.

That's okay, but if they become abusive, take screenshots, block and report and tell an adult.

THINK

CRITICALLY

TRUST

your INSTINCT

Is it true?
Does that person really know me?
Has that really happened?

Always question!



If anything worries you,
or if you need help with something, speak to:

Safeguarding Team or
ChildLine 0800 1111 or
Police 9999 or 999



Hala Okasheh
Designated Safeguarding Lead – DDSL



Jay Al Karaki
Safeguarding Lead- DSL



Pauline Bullement
Designated Safeguarding Lead-
DDSL



Fire wardens are:



Name:

JAY AL KARAKI

Location:

BUDLEIGH HOUSE

Tel:

07484 371525



Name:

HALA OKASHEH

Location:

BUDLEIGH HOUSE

Tel:

07761 540911



Name:

PAULINE BULLEMENT

Location:

BUDLEIGH HOUSE

Tel:

07878 471242

Activities and Resources





Alternative Provision:

Safeguarding, Child Protection and Safer Recruitment Compliance Letter of Assurance

Date: August 2025

I confirm that Richmond House Social Care Services complies fully with the Disclosure and Barring Service (DBS) code of practice and safer recruitment requirements, along with the following additional expectations:

- Right to work in the UK check;
- Identity check;
- Employment reference – to include a minimum of 2 employer references covering the last 5 years and including the most recent or current employer;
- Satisfactory enhanced DBS check;
- Barred list check;
- Relevant qualifications.

We strictly adhere to our policy and procedure on vetting all of our employees, which ensures that all people working or volunteering with children or vulnerable adults are appropriately vetted.

Safeguarding Training:

All staff on joining the service will attend:

- Safeguarding training
- All staff will undertake refresher training courses every year.
- All DSLs will be trained appropriately.

We have a comprehensive Child Protection and Safeguarding Policy 2025, which is on our website www.rhscs.org.uk, along with:

- A Whistleblowing Policy
- A Health & Safety Policy
- A staff Code of Conduct

Staff involved in the recruitment and selection will undertake 'safer recruitment training'. All members of staff representing the organisation will wear the school's ID badge.

Regards,

Mrs Hala Okasheh

Registered Manager

RHSC Alternative Provision Safeguarding Checklist

I confirm that the appropriate checks, as detailed below, have been completed in line with the latest version of Keeping Children Safe in Education.

Check	Confirmation that checks have been carried out for all staff, as appropriate, and any accompanying information
Safeguarding Policy	I can confirm this is up to date and is in line with the current KCSIE and is published on our website. A copy has been retained for our records.
Ofsted CQC Report and Grading	I can confirm this has been checked and retained.
Identity check (Identification check guidelines can be found on the GOV.UK website)	I can confirm all staff identifications are completed prior to staff commencing with the placement as part of the recruitment process.
Enhanced DBS Check	I can confirm all staff members have an enhanced DBS check and number, and that this is recorded on the School Central Record
Barred List Check	I can confirm all staff members have an enhanced DBS check, which includes barred list checks
Prohibition from teaching check	I can confirm that all teaching staff members/and support staff who undertake classes have had a prohibition from teaching checks and are cleared to work with young people.
Section 128 Check	I can confirm that Section 128 checks have been undertaken for those staff members in management positions, including members of the governing body.
Overseas Check for those who have lived/worked outside the UK, including record checks for those European Economic Area (EEA Check.)	I can confirm that those staff members who have lived/worked outside the UK have had further, appropriate checks undertaken, including (where necessary) an EEA record check.

Right to work in the UK	I can confirm that all staff members have provided documentation to prove they have the right to work in the UK		
Professional Qualifications	I can confirm, where required, that staff have provided copies of their professional certificates, which are appropriate for their position, and these have been verified as authentic by a member of staff.		
Professional References	I would like to confirm that all staff members have submitted two satisfactory references to support their applications. These references have been thoroughly reviewed and verified by a senior staff member.		
Level 1 - 3 Safeguarding Training	I can confirm that all staff members have completed Level 1 -3 Safeguarding training to include KCSIE.		
Any Comments:			
Signature	H.O. Okasheh	Date	25/08/2025
Name	Hala Okasheh	Position	Registered Manager

Acknowledgement of Receipt

I,, acknowledge that I have received and read the Student Induction Pack for Richmond House Social Care Services. I understand the policies and procedures outlined within and agree to adhere to them throughout my programme.

Signature: _____

Date: _____

This induction pack aims to provide clear guidance and resources to help you succeed. Welcome to Richmond House Social Care Services, and we look forward to supporting you on your educational journey.