

MANAGEMENT PLAN

Proposed Children's Home (Use Class C2)

59 Greenhead Road, Huddersfield, HD1 4ER

Change of Use from Dwellinghouse (C3) to Children's Home (C2)

Local Planning Authority: Kirklees Metropolitan Council

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1. Introduction

This Management Plan has been prepared by Anjum Design Ltd on behalf of the applicant in support of the planning application for the change of use of 59 Greenhead Road, Huddersfield, HD1 4ER from a dwellinghouse (Use Class C3) to a children's home (Use Class C2) for a maximum of three children.

The purpose of this document is to set out, in detail, the operational and management arrangements that will apply to the home, demonstrating that the proposed use can be operated safely, sensitively and in a manner that will not give rise to any unacceptable impact on the amenity of neighbouring residents or the character of the surrounding area. This Management Plan should be read alongside the accompanying Planning Statement and drawings PL01–PL04.

The home will be registered with, and inspected by, Ofsted, and will operate at all times in accordance with the Children's Homes (England) Regulations 2015 and the associated Quality Standards.

2. Site and Property Description

The application site is a substantial semi-detached dwellinghouse arranged over three storeys, including accommodation within the roof space served by front-facing dormer windows. The plot extends to approximately 419 square metres, including a private rear garden of approximately 209 square metres and off-street parking for three vehicles to the front of the property, as shown on Drawing PL02.

No external alterations are proposed. The property will retain its domestic appearance in full, including its existing dormer windows, chimney and front bay, with no commercial signage or other external indicators of the care use displayed at any time.

3. Registration and Regulatory Framework

The home will be registered with Ofsted prior to opening and will be inspected regularly in accordance with the statutory inspection regime for children's homes. The service will at all times operate in compliance with:

- The Children's Homes (England) Regulations 2015;
- The Guide to the Children's Homes Regulations, including the Quality Standards (2015);
- The Care Standards Act 2000;
- The Children Act 1989 and Children Act 2004; and
- Working Together to Safeguard Children (statutory guidance).

A copy of the home's Statement of Purpose will be lodged with Ofsted and made available to the local authority, placing authorities and, where appropriate, neighbouring residents on request.

4. Client Group and Placement Approach

The home will accommodate a maximum of three children at any one time, aged between 5 and 17 years on admission. The service will care for children presenting with Emotional and/or Behavioural Difficulties (EBD), learning difficulties and/or sensory impairment, on a medium-to-long-term basis,

enabling each child to build settled, stable relationships with carers and to integrate properly into the local community.

Placements will be carefully matched prior to admission, having regard to the needs and characteristics of children already resident, to minimise the risk of conflict and to ensure compatibility within the household. Each child will have an individual, needs-led care plan and risk assessment, reviewed regularly and updated in response to changing circumstances.

5. Staffing Structure and Ratios

The home will be staffed as follows:

- Registered Manager: on site Monday to Friday, 9:00am to 5:00pm, holding a minimum Level 5 qualification in Leadership and Management and a Level 3 in Health and Social Care (or equivalent), and contactable outside of these hours;
- Support staff: working shift patterns covering 7:30am to 10:30pm, holding, or working towards, a minimum Level 3 qualification in Health and Social Care;
- Night staff: on duty from 10:00pm to 8:00am, comprising one waking night member of staff and one sleep-in staff member, accommodated within the dedicated first-floor sleepover bedroom; and
- A minimum of three staff members will be present at the property at all times, in addition to the Registered Manager during daytime hours, providing an enhanced level of supervision appropriate to the needs of the children placed.

Staff rotas will be planned in advance and will remain needs-led and risk-assessed in accordance with Ofsted's Children's Homes Regulations 2015, allowing staffing levels to be adjusted upward, where necessary, to respond to the assessed needs of individual children.

Shift changeovers will be co-ordinated to minimise the number of vehicles present at the property at any one time, and all handovers will take place inside the property to avoid unnecessary external activity or disturbance to neighbouring residents.

6. Staff Training and Development

All staff will receive a structured induction prior to commencing unsupervised duties, followed by ongoing training including, but not limited to:

- Safeguarding children and child protection procedures;
- Positive behaviour support and de-escalation techniques;
- First aid and medication administration;
- Health and safety, fire safety and food hygiene; and
- Equality, diversity and understanding of trauma-informed care.

Staff training and team meetings will take place off-site, to avoid additional vehicle movements or gatherings at the property outside of normal operational hours.

7. Daily Routine and Supervision

Children will be supervised 24 hours a day, seven days a week, by trained care staff. Children will attend full-time mainstream education during the day and will not be home-schooled. Outside of

school hours, children will be supported within a structured daily routine incorporating mealtimes, homework, recreational activities and personal care, designed to promote stability and to minimise the likelihood of noise or disturbance to neighbouring properties.

The substantial rear garden (209 square metres) provides ample private outdoor space for recreation, reducing reliance on activity at the front of the property or on the street.

8. Education Arrangements

All children will be enrolled in, and will attend, full-time mainstream education. Children will be transported to and from school by an appropriate vehicle and, where suitable, by public transport, with at least one member of care staff accompanying them at all times outside of school hours. Educational attendance and attainment will be monitored by the Registered Manager and reported to placing authorities as part of each child's individual care plan.

9. Health and Wellbeing

Each child will have access to routine healthcare, including GP and dental registration, with all such appointments taking place off-site. Any therapeutic input required by a child's individual care plan will be provided by a visiting therapist attending the property periodically and by appointment only. Medication will be stored, administered and recorded in accordance with the home's medication policy and staff training.

10. Visitors and External Professionals

External visits to the property will be carefully managed and kept to a minimum in order to protect the privacy of the children and to avoid disturbance to neighbours:

- Statutory social worker visits will take place approximately every six weeks, by appointment only, each lasting approximately one hour;
- A therapist will attend the home periodically, by appointment only, where required by individual care plans;
- All other routine healthcare appointments will take place off-site; and
- Visits from family and friends of the children will be strictly limited, with children generally visiting the homes of family and friends rather than receiving visitors at the property.

The home will ensure, so far as practicable, that no more than one external visitor is present at the property at any given time, with all visits pre-booked and arranged to avoid unnecessary additional activity.

11. Transport and Parking Management

The application site benefits from off-street parking for three vehicles to the front of the property, as shown on Drawing PL02, and all staff and visitor vehicles will be accommodated within the site curtilage. The principal vehicle movements associated with the home will be: children travelling to and from school daily; staff arriving and departing at co-ordinated shift changeover times (7:30am, 10:00–10:30pm and 8:00am); and occasional, pre-booked visits from social workers and other professionals.

These arrangements are considered comparable to the level of vehicle activity generated by a family household of equivalent size, and no unacceptable impact on highway safety or on-street parking on Greenhead Road is anticipated.

12. Security and Safeguarding Measures

- CCTV will be installed to provide additional security to the property;
- External door sets will be fitted with appropriate access controls, including thumb-turn locks and buzzers;
- The perimeter of the property will be secured to an appropriate standard, in consultation with West Yorkshire Police's Designing Out Crime Officer; and
- Missing-from-home procedures will follow local protocols agreed with West Yorkshire Police and the placing authority, with any incident managed promptly and reported in accordance with statutory requirements.

13. Neighbour Liaison

The Registered Manager will act as the designated neighbour liaison contact for the home and will provide a direct telephone number to adjacent residents prior to the home opening, so that any concerns can be raised and addressed promptly and informally in the first instance. The home will operate with a low profile, retaining its domestic appearance and character at all times, with no external signage or other indication of its use as a children's home.

14. Behaviour Management

All staff will be trained in positive behaviour support and de-escalation techniques, with each child supported through an individual behaviour management plan tailored to their specific needs. The home's approach is proactive and preventative, focused on early identification and de-escalation of any emerging behavioural issues before they could give rise to disturbance to the wider community. Any significant incident will be recorded, reviewed and reported in accordance with the home's policies and Ofsted's notification requirements.

15. Admissions and Placement Process

Prior to any admission, the placing authority and the home's management will undertake a placement matching process, having regard to the needs, risk profile and compatibility of the prospective child with the existing household. No child will be admitted on an emergency or unplanned basis without this matching process having been completed, save in wholly exceptional circumstances agreed with the Registered Manager.

16. Complaints and Safeguarding Procedures

The home will maintain a clear complaints procedure, accessible to children, staff, visitors and neighbouring residents, in accordance with the Children's Homes (England) Regulations 2015. All safeguarding concerns will be referred promptly to the Local Authority Designated Officer and, where appropriate, to the police, in accordance with statutory safeguarding procedures and the home's own safeguarding policy.

17. Review and Monitoring

The home's performance will be monitored through Ofsted's statutory inspection regime, regular reviews by placing authorities of each child's care plan, and the Registered Manager's own internal quality assurance processes, including regular audits of incidents, complaints and staffing. This Management Plan will be kept under review by the provider and updated as necessary to reflect operational experience and any changes in regulatory requirements.

18. Emergency Procedures

The home will maintain a fire risk assessment and evacuation procedure, tested regularly, together with clear protocols for responding to medical emergencies, missing-from-home incidents and any other emergency situation. All staff will be trained in these procedures as part of their induction and ongoing professional development.

19. Conclusion

This Management Plan demonstrates that the proposed children's home at 59 Greenhead Road, Huddersfield will be operated to a high standard, in full compliance with the Children's Homes (England) Regulations 2015 and Ofsted's Quality Standards, and in a manner that is sensitive to the residential character of the surrounding area and the amenity of neighbouring occupiers.

Through careful staffing, a considered visitor policy, co-ordinated shift changeovers, robust security measures and proactive neighbour liaison, the home will operate discreetly and safely, providing a stable, family-style setting for looked-after children while ensuring no unacceptable impact on the local community.

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