

Operational Management Plan for a Mother and Baby Assessment Unit in Hillingdon

1. Introduction This Operational Management Plan outlines the structure, objectives, and procedures for the proposed Mother and Baby Assessment Unit in Hillingdon. The plan focuses on delivering a safe, supportive, and structured environment for vulnerable mothers and their babies, ensuring their well-being and facilitating positive outcomes for families.

2. Purpose of the Unit the Mother and Baby Assessment Unit aims to:

- Provide safe, secure, and supervised accommodation for mothers and their babies.
- Support mothers in developing parenting skills and confidence.
- Enable early identification of safeguarding concerns.
- Facilitate access to healthcare, education, and employment opportunities.
- Deliver comprehensive assessments to inform care planning.

3. Location and Facilities the unit will be located in a suitable, accessible area within Hillingdon, close to public transport and local amenities. Facilities will include:

- Private living spaces for each mother and baby.
- Communal areas for social interaction and activities.
- On-site staff office and meeting room.
- Secure outdoor play area.
- Space for educational and parenting workshops.

4. Governance and Staffing Structure The unit will operate under the oversight of the relevant regulatory bodies, adhering to national standards for mother and baby placements. The staffing structure will include:

- **Registered Manager:** Responsible for overall operational management and regulatory compliance.
- **Deputy Manager:** Supports daily operations and staff supervision.
- **Key Workers:** Provide individual support and case management for each mother.
- **Healthcare Professionals (offsite):** midwives, health visitors, and mental health specialists.
- **Administrative Staff(offsite):** Manage records, appointments, and reporting.

- **Support Staff:** Facilitate daily activities and ensure a safe living environment.

5. Admission and Assessment Process Admissions will be based on referrals from social services, healthcare providers, and other relevant agencies. The assessment process will include:

- Initial referral and risk assessment.
- Pre-admission meeting with social workers and professionals.
- Individualized care and support planning.
- Continuous assessment and progress reviews.

6. Daily Operations and Support Services The daily schedule will include:

- Structured routines to support stability and development.
- Parenting workshops and life skills training.
- Regular one-to-one sessions with key workers.
- Access to healthcare services, including midwifery and mental health support.
- Supervised contact sessions, if required.

7. Safeguarding and Child Protection The unit will follow robust safeguarding policies aligned with local and national guidelines. Safeguarding measures will include:

- Staff trained in safeguarding and child protection procedures.
- Regular risk assessments.
- Transparent reporting mechanisms for concerns.
- Collaboration with local safe
- guarding boards.

8. Health and Safety Health and safety measures will include:

- Regular fire safety drills and equipment checks.
- Safe storage of hazardous materials.
- Emergency response plans.

9. Monitoring and Evaluation To ensure quality and effectiveness, the unit will implement monitoring and evaluation systems, including:

- Regular staff supervision and performance reviews.
- Annual service evaluations.

- Feedback mechanisms for residents and stakeholders.
- Compliance audits by external regulators.

10. Partnerships and Collaboration The unit will work closely with:

- Local healthcare providers.
- Social services and safeguarding teams.
- Education and employment support agencies.
- Charitable organizations and community groups.

11. Financial Management The unit will operate with a transparent financial plan, including:

- Funding from local authority budgets.
- Grant applications and charitable contributions.
- Regular financial reporting and audits.

12. Conclusion This Operational Management Plan provides a framework for the establishment and effective running of the Mother and Baby Assessment Unit in Hillingdon. By implementing robust procedures, maintaining high standards, and fostering collaboration with key partners, the unit aims to deliver a safe, nurturing, and empowering environment for vulnerable mothers and their children.