

NEWTON HOUSE STATEMENT OF PURPOSE



Registered Manager: Anne Mayhew

Newton House, Thatcham, Newbury

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Newbury
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"Newton House in Thatcham, Newbury, Berkshire, has been extensively re-furbished. This brand new home provides a high quality environment for 7 adults with a learning disability in the main part of the very spacious home. All bedrooms have en-suite facilities"

The home benefits a lounge (which is used as a quiet room) along with a large conservatory, fully integrated kitchen, separate dining room and sensory room. The home also has extensive grounds including a patio area to sit out and spend time in the secluded garden.

House Profile: The Home is situated not far from the town of Newbury which has many facilities including a Centre for Adults with Learning Disabilities and a full working farm that provides agricultural and horticultural learning very close by.

As with all ACH homes there is a company vehicle, enabling the residents the opportunity to access surrounding areas.

Newton House is equipped with insurance requirements to include employer's liability, public liability and malpractice/professional indemnity.

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The Registered Manager

The home manager for Newton House is Anne Mayhew

Qualifications

Registered Managers Award (half way though)

Registered General Nurse (RGN)

Attended mandatory training in first aid, food hygiene, POVA, health and safety also specialised training such as Autism, Medication and Breakaway Skills.

Background

Anne has worked within the care sector for the over 10 years and in the community with people with learning disabilities for 15 years. Anne has set up a home before coming to Newton House and has experience of working with autism and challenging behaviour. She believes in high standards of care.

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Aims and Objectives of Newton House

- We will implement a carefully planned package of care, using a multi-professional approach targeted towards individual residents' needs and aspirations.
- We will provide holistic care to 7 adults whose principle diagnosis is learning disability. Residents may also have complex needs or exhibit behaviours which challenge.
- We will aim to assist individuals to develop independence and enhance their daily living skills where possible. Structured key working sessions will be available to promote and develop independent living skills.
- We will provide 24 hour care with appropriate staffing levels, promoting the residents' independence within a calming and homely environment.
- The promotion of choice, person centred planning and empowerment will be the integral part of care planning, ensuring individual residents' inclusion at all stages of service delivery to allow the individuals to take control and enhance his/her overall quality of life.

The Range of Needs We Intend to Meet

Newton House offers a service to individuals whose primary care need is that of learning disability, alongside which residents may have more complex support needs such as autism, challenging behaviour and/or mental health issues.

We are not able to meet the needs of individuals with severe physical impairments, neither are we able to provide nursing care to residents.

Age, Range and Sex of Residents

Newton House is registered with CQC (Commissioning for Quality Care) to provide a service for adults with a learning disability between the ages of 19 and 65 and to provide care for a maximum of 7 residents.

Admission Criteria

Our criteria for admissions will dictate the client group assessed for the home. All referrals are processed according to these criteria. It is the responsibility of the Registered Manager to ensure that there are adequate staff and resources within the home to meet the assessed need of any prospective resident.

Time and consideration are given to ensure that new and existing residents are compatible in terms of living together.

When a referral is made, a full assessment will be undertaken by a competent person, who will involve the resident, family, friends and other professionals before any admission. The assessment information is then used to inform the process of formulating the individual residents' plan. After assessment, there will also be a written contract setting out the terms and conditions of the residency and detailing all of the services to be provided and the cost. The contract will also include an agreement by both the home and the resident as to their rights and responsibilities. Before admission, all new residents are invited to visit the home to ensure its suitability. The number, duration and nature of these visits are determined by the

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needs of the individual. These visits may include overnight stays and/or visiting for a meal. Prospective residents have the opportunity to visit their room, meet staff and other residents and talk about any concerns they have.

Facilities and Services

Each resident has his/her own furnished bedroom with en-suite facilities. The bedroom consists of a bed, wardrobe, chest of drawers, table lamp, bedside cabinet, easy chair and lockable drawer. Residents are encouraged to personalise their bedrooms.

Residents have the opportunity to choose and prepare meals and snacks, with three main meals provided throughout the day. Residents are encouraged to assist in the preparation and cooking of his/her choice of meal.

Residents are supported and encouraged to take part in daily living tasks such as washing, ironing, cleaning his/her bedroom etc.

The home has one car – an air conditioned people carrier to access the community. We operate a no smoking policy.

All residents register with a local GP, dentist and optician etc. They also have access to the services of the local community team for people with learning disabilities for any specific therapeutic needs, for example, psychology or speech and language therapy.

If a resident is absent temporarily from the home, fees will be payable in full and their bedroom will not be occupied during this time.

The Accommodation Provided

On the ground floor there are;

The lounge is equipped with a Television, DVD/Video player and stereo. A range of modern furniture and personal items that help to provide a comfortable and homely atmosphere.

A quiet room for relaxation with SKYPE

A separate dining room.

A modern and fully equipped kitchen.

A communal bathroom incorporating a toilet.

A laundry room with washing machine and tumble dryer.

2 bedrooms.

On the first floor there are;

5 Bedrooms

The Office

A separate toilet for staff

Outside in the garden there is;

A log cabin which contains the sensory room.

A patio leading off from the kitchen.

Number and Size of Bedrooms

Newton House has 7 bedrooms, 2 of which are on the ground floor – all have en-suite facilities.

The sizes of the bedrooms are as follows;

Bedroom 1 – 14.76 Sq Mtrs

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Bedroom 2 – 14.14 Sq Mtrs

Bedroom 3 – 13.15 Sq Mtrs

Bedroom 4 – 12.04 Sq Mtrs

Bedroom 5 – 13.00 Sq Mtrs

Bedroom 6 – 13.77 Sq Mtrs

Bedroom 7 – 12.00 Sq Mtrs

Residents Hobbies, Social and Leisure Activities

Newton House supports residents to participate in their local community as fully as possible. All residents will be included in drawing up programme of daily activities. Residents can access colleges in the Newbury/Reading area, courses to include Horticulture, Pottery, Life Skills and Music.

They go swimming in Newbury and Horse Riding in Thatcham.

Residents visit places of interest and go on local walks. They can also enjoy local theatres and cinemas.

Residents can take an active part within the home including household chores, gardening and cooking meals. They can also enjoy arts and crafts, music, keep fit and sensory sessions.

The house has a vehicle for residents use but can also access public transport.

The staffing rota is drawn up to provide flexible support for residents on a 24 hour care basis.

Meeting Residents Spiritual Needs

Residents will be supported in all aspects of their culture and religion, including special diets and celebrating festivals.

Respecting the Privacy and Dignity of Residents

All staff at Newton House receive training via their induction training around respecting the privacy and dignity of the residents. This includes our confidentiality policy.

Staff will respect the privacy of residents for example they always knock on bedroom and bathroom doors and wait to be invited in.

Residents are provided with their own key to their individual bedrooms however, staff will have access to a master key in emergencies.

Residents have a key to a lockable drawer where they can store personal effects. Staff have access to spare keys for emergency use but will not open without resident's permission. Staff will not open residents' mail without permission.

Staff will always address residents by their preferred name. Any aspect of personal care is carried out with a sensitive approach meeting the need for privacy and dignity.

A telephone and SKYPE are provided for the use of residents in order to contact friends and family in private.

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Keeping in Contact with Relatives, Friends and Representatives.

Newton House actively promotes contacts between residents' relatives, friends and representatives. They are welcome to visit at any time.

Staff support individuals to maintain contact by assisting them in the writing and sending of cards and letters and also making phone calls/SKYPE.

Consulting with Residents' about the Operation of the Home

Residents meetings are held monthly and they are given the chance to discuss any issues relating to the operation of the home. Any issues raised in the residents meeting are actioned and fed back to the team at staff meetings.

All decisions regarding the home, for example, colour of bedrooms will be taken with the residents in mind, using pictures, signing and symbols, we encourage residents to take an active role in all of the day to day aspects of the house, i.e. cooking and shopping.

Dealing with Complaints

ACH Care Homes endeavour to provide the highest quality service under our quality assurance procedure and to ensure the smooth running of the home. On occasions when things go wrong, we are committed to putting them right and will deal with any complaints professionally and compassionately.

All residents will have access to a copy of the complaints procedure. We have adapted the procedure into a format that is accessible to residents.

All complaints whether they are communicated verbally or in writing will be dealt with via the following procedure;

1. Any member of staff taking a complaint must take the details down in writing.
2. The complaint will be passed immediately to the relevant manager.
3. The manager will consider the complaint and give the complainant and appropriate parties formal verbal acknowledgement within 24 hours. This will include an indication of the intended actions within the investigation and the formal written confirmation sent within 7 working days.
4. The required actions will be discussed between all the parties involved and the outcome decided on a joint basis.
5. A written record will be kept of the complaint at all stages.
6. Should a complaint be of a complex nature and an agreeable outcome cannot be reached, the managing director or ACH will consider the complaint and work with the parties to come to an agreement.

The complaint procedure can be found in ACH policy and procedure.

Care Quality Commission

CQC

Citygate

Gallowgate

Newcastle Upon Tyne

03000 616161

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Review of Care Plans for Residents

All residents' care plans will be drawn up within 6 weeks of admission. The registered manager will be responsible for developing and agreeing this individual plan with the resident. It will include all of the facilities and services that the home will offer to the individual in order to meet his/her needs. The plan will be generated initially from the information gathered from our assessment process, and will involve the resident, family, friends and advocates and any other professions involved in their care. The care plan will be accessible to the resident at all times. Reviews will take place after 6 weeks and then on a six monthly basis. All agreed changes will be recorded and actioned.

Fire Precautions and Emergency Procedures

Newton House has a fire alarm system; this includes emergency lighting and fire fighting equipment. There are smoke detectors located in every bedroom and communal space. All fire doors are linked to the fire system and are fitted with automatic door closures.

Staff will receive fire training as part of their mandatory induction course.

We will operate a weekly check on our fire systems and equipment. We will hold regular fire drills and there will be yearly checks on all the above by our contractor. Risk assessments will be carried out for each resident.

Residents will be involved in fire drills and evacuation. Notices will be adapted into a form all residents can understand.

The Organisation Structure of the Home

Newton House has an organisational structure within the house. There is also support by line management from ACH (London) Ltd. The diagram below sets out the organisational structure of both the house itself and the wider organisation.

Company Directors

Managing Directors

Simon Cavadino – Operations Director **Accountant Office Manager – HR**

Keith Tancock – Director of Care

Anne Sharman – Regional Operations Manager

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Organisational Structure of Newton House

Home Manager – Anne Mayhew

Assistant Manager – Jimmy Jones

Day Senior Support Workers X3

Day Support Workers TBC

Night Support Workers x4

Bank Workers

All support workers will receive an induction and foundation programme, this will include:

1. First Aid
2. Fire Safety
3. Food Hygiene
4. Health and Safety
5. Manual Handling

There will also be additional specialised training to meet individual needs of the residents.

We will utilise other professionals to provide training where necessary i.e. pharmacist could deliver medication training

Staff will also be given the opportunity to study towards their NVQ Level 1 and 2 in Care.