

STATEMENT OF PURPOSE

Locations:

Lydia House,
1 & 2 Hillside,
Greystones,
Co. Wicklow.

Blake House,
Black Lion,
Greystones,
Co. Wicklow.

57 Applewood Heights,
Greystones,
Co. Wicklow.

Registered Provider:

Revision No. 6 - 25th January 2018

Peacehaven Trust Limited,
1 and 2 Hillside,
Greystones,
Co. Wicklow.

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Person in Charge:

Michael Williams

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Alternative persons involved in management when Michael Williams is off site are:

Salome Murphy 01-2875977 salome@peacehaventrust.com

Sean Kelly 01-2875977 sean@peacehaventrust.com

One of the above members of the Management Team be contactable at all times.

Registration Details:

Registration Number: TBC

Date of registration: TBC

Expiry date of registration: TBC

As at May 2017 Peacehaven Trust has 'Assumed Registration' status but not received a Registration Certificate from HIQA.

Conditions attached by the chief inspector to the designated centre's registration:

N/A

Aim: Peacehaven Trust aims to provide residential social care supports for adults with intellectual disabilities (mild and moderate) where residents are cared for, supported and valued within a safe and enabling environment which promotes safeguarding, health and wellbeing. The aim is to support each individual resident physically, socially, emotionally and spiritually, while respecting their dignity and unique individuality.

Objectives: Peacehaven Trust provides best practice standard of excellence in care and support in accordance with evidence based best practice, to provide a living environment that ensures that residents live in a comfortable, clean and safe settings and to encourage and support each person to reach their full potential.

Ethos: Lydia Cochran and Dorothy Blake opened the doors of Peacehaven in 1978 to provide residential social care within the community of Greystones.

They wanted to provide family style living for vulnerable adults and support their independent living. This vision found its direction and encouragement in the Hebrew prophet Isaiah, who wrote of God's promise that;

“My people will live in peaceful dwelling places,
in secure homes, in undisturbed places of rest”

This relationship of family and faith in God's providence gave us the heritage of the particular ethos that is Peacehaven Trust.

We are now a continually improving and developing organisation, responding to the highest contemporary professional standards. These are measured by HIQA so we are transparently accountable, openly recording errors and committed to remedy shortcomings through continuous professional development of our qualified staff.

Each person living in Peacehaven Trust has their own religious beliefs and their personal view of the world. Our shared humanity, citizenship rights, rights of social inclusion and freedom to develop positive relationships are supported here by Peacehaven Trust's core belief that;

“The fruit of the Spirit is love, joy, peace, patience, kindness,
goodness, faithfulness, gentleness and self-control.”

Galatians 5:22-23

Commitment to this ethos promotes true safeguarding and person centred care to enable development of the whole person and supports their integration within our local community – in fulfilment of the original vision – our ethos of practical Christian care and love.

Facilities provided: Peacehaven Trust, provides full-time residential support and care for 16 adults with mild or moderate intellectual disabilities. 5 place in Lydia House, 6 places in Blake House and 5 places in Applewood Heights. Each resident has their own bedroom and has access to communal rooms including a choice of sitting area, kitchens, laundry rooms, gardens, private spaces, adequate storage, waste disposal, and private transport.

Services to be provided: Peacehaven Trust Limited provides care and support for the residents as required within the context of a 24/7 service. Individual support for each resident includes enabling in areas of health, finance, communication, community involvement, spiritual support, friendships, travel and leisure. Staff are fully trained in Person Centred Planning, Safeguarding of Vulnerable Adults, Occupational First Aid, Fire Safety, Safe Administration of Medications and Report Writing.

Peacehaven Trust either provides or ensures access to all medical supports, gardening services, maintenance services, housekeeping services,

Medication training for residents, Employment services, Day services, Local churches, Recreation and Transport.

What criteria are used for admission to the designated centre, including the designated centre's policy and procedures (if any) for emergency?

Peacehaven Trust has a detailed referrals, admissions, transfer and discharge policy which goes into detail the procedure for each of these situations.

The policy is available from our office.

Admissions, transfers and discharge are made on a planned basis. In emergency situations people involved will be provided with as much information as possible and supported to make informed decisions.

Respite care is not offer in any locations.

Accommodation in Peacehaven Trust is intended for:

House	Age Range	Gender	Number	Facilities
Lydia House	18 -101	M & F	6	Residential Support Services
Blake House	18-101	M & F	6	Residential Support Services
Applewood Heights	18 -101	M & F	5	Residential Support Services
17 adults in total in Peacehaven Trust				

A description (either in narrative form or a floor plan) of the rooms in the designated centre including their size and primary function?

Floor Maps are provided as Appendix 2 .

Are there any separate facilities for day care?

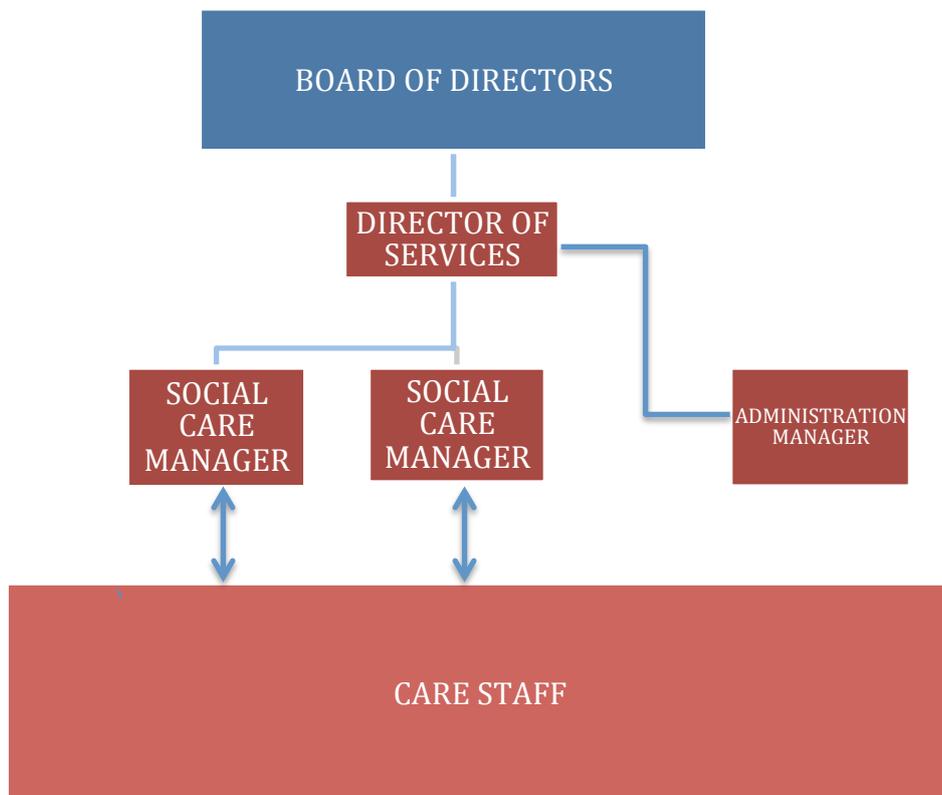
Peacehaven Trust does not operate day services; though will provide 24/7 care in Lydia house for retired or otherwise assessed residents who require such support.

Residents are supported to attend Day Services should they wish to attend; or if accessed can remain home with staff support.

Total Staffing Details: The following relates to the total staff team in Peacehaven as services are provided across all 3 houses and 1 office. Staff could be required to work in any house; there are a number of staff who work across two houses.

<u>Position</u>	<u>No. Employed</u>	<u>Whole Time Equivalent</u>
Director of Services	1	1
Administration Manager	1	0.6
Care Manager	2	1
Social Care Worker	11	10.2
Relief posts	5	0

Organisational Structure:



Arrangements for dealing with reviews and development of the Resident's individualised personal plan:

Each resident has a Personal Care Plan (PCP) which is developed with the resident and their keyworker under the supervision of the Care Manager.

Each resident has a keyworking session every 6 weeks which provides a defined time to interact with the Resident and review and update the plan as necessary or desired. This is done more often if needed. The plan is readily available to the resident as it is worked in consultation with the resident.

Specific Care and Support Needs:

The centre provides 24/7 residential care and support for residents with low to medium support requirements, assisting them in their day to day living. We actively support each resident in their choice of activity and lifestyle. Peacehaven Trust does not employ nursing staff and does not provide nursing care. At a point where a resident may need the specialised services of a

nursing home, Peacehaven Trust will assist in every way to source a nursing home to meet the needs of that resident and maintain contact with the resident where possible.

Residents are supported each year to create a Person Centred Plan, which includes a Health Plan and a Safety Plan. This is overseen by a Care Manager.

Specific Therapeutic Techniques used in the centre:

Staff are trained to support residents with Epilepsy. Other therapies are provided by external therapists only – however when needed staff will support residents to access these and understand what that therapist says, and what that therapist is asking the resident to do. Peacehaven Trust will endeavour to provide training in conjunction with specialist therapies as the need arises.

Arrangements for respecting the privacy and dignity of residents:

Each resident has their own bedroom.

Staff do not enter a resident's bedroom without their permission and without first knocking.

Personal care-giving and administering of treatments prescribed by medical personnel are done with the permission of a resident and in a respectful and dignified manner. Intimate care plans are drawn up as required.

Residents have access to phones, mail and visitors within a private space as they may require.

Residents are encouraged to be as independent and autonomous as possible with staff being sensitive to, and supportive of whatever assistance the resident may need to achieve this.

Each resident has control over their personal belongings and they live in an environment where each person must respect that for the other also.

Residents are always consulted in a way which honours their dignity and shows them respect. They are encouraged to participate in aspects of their own care, health, hygiene and household matters in a way that respects them and upholds their dignity.

Staff and residents are required to communicate with each other in a respectful way at all times.

Peacehaven Trust has a Confidentiality policy and staff have a confidentiality clause in their contracts.

Arrangements for residents to engage in social activities, hobbies and leisure interests:

Arrangements are made by management and staff to support each resident to engage as they wish in social activities and in their chosen hobbies and leisure pursuits.

Family and friends come to visit.

Staff roster arrangements are made to maximise staff presence during identified times of preferred social and recreational opportunities.

Arrangements for access to education, training & employment:

Any resident wishing to access education, training and employment will be fully supported to do so. The specific goals in relation to this are identified in the resident's person centred care plan.

Arrangements for consultation with & participation of residents in the operation of the centre:

Residents are informed of their right of inclusion in the operation of the house. There is a suggestion box in situ and they attend meetings and portions of meetings where appropriate for input.

The residents participate in planning menus, shopping and a variety of household chores, within their capacity.

House meetings are held frequently in which residents are encouraged to raise issues of interest and/or concern.

Each resident plans their own birthday party annually with the assistance of their keyworker, and they choose whom they wish to invite. They also participate in organising Christmas parties etc. and decide who is invited to these also.

Residents are consulted on major structural projects, such as renovations or rebuilding projects.

Arrangements to attend religious services of choice:

Each resident is supported and encouraged to attend the faith service of their choice and transport is provided where required and available. A member of staff will attend with the resident to assist with communication as required and when possible. There are staff cover arrangements where required for residents not wishing to attend a religious service.

Arrangements for contact between residents and their relatives, friends, carers, representatives and the local community:

A lounge area is available for the residents to meet with visitors in private as they wish. There are no restrictions on visiting times.

Residents have full access to telephone. Residents have access to Wi-Fi and Skype (up to 10pm weekdays and 11pm at weekends in Lydia House).

Birthday and Christmas parties are held through the year and residents invite family and friends to these as they choose. They also invite people to join them for tea and meals as they wish.

Community participation is encouraged and the information in relation to this for each resident is recorded in more detail on their individual care plan.

Friendships are nurtured and created where possible and more detail is included individually for each person in their care plan. Residents are assisted with travel plans to visit family outside of Ireland; travelling by plane or boat.

Residents are also assisted and encouraged to make any visits or trips outside of their home that they may wish to make.

Arrangements for dealing with complaints:

Each resident has a copy of the Complaints Procedure Booklet for Residents which is issued annually (latest revision may 2017). This details the line of complaint, and the monitoring of the complaint process.

The booklet contains an outline of the following:

Peacehaven Mission Statement

What is a complaint?

What do I do first?

What to do if I am still unhappy

What to do if Managers and Chair of the Board can't help

Contact details for the Ombudsman

A section for the resident to record details of the complaint

Complaint submission forms

Fire precautions and associated emergency procedures:

All residents are familiar with, and participate in, regular unannounced fire drills carried out quarterly, at various times of the day and night. Fire extinguishers are serviced annually. Fire Alarms are serviced quarterly. All exits are kept clear at all times.

Each individual has a PEEP (personal Evacuation and egress plan) which is reviewed on an annual basis.

There is an evacuation plan in each location.

There is a safety statement in each location.

All staff have undergone training in fire safety.

Key Policies include:

Access to Education
Accident Incident Reporting System
Alcohol and Illegal Drugs Policy
Admission Policy
Behavioural Support Policy
Policy for Supporting a person who is experiencing a Bereavement.
Child Protection Policy
Code of Conduct

Communication with Residents, Relatives, Staff, Council for Social Witness and Others.
Complaints Procedure
Computer Usage Policy
Confidentiality and Privacy Policy
Cycle to Work Scheme Policy
Data Protection
Disciplinary Procedure
Dress Code Policy
Emergency Plans AW, BH & LH
Employee Payments Policy
Equality and Diversity Policy
Fire Procedure for Safe Evacuation
Food Nutrition and Food Safety Policy
Grievance Procedure Policy
Harassment, Sexual Harassment, Bullying, Victimisation Policy
Infection Control Policy
Intimate Care Policy & Procedures
Key Working General Guidelines
Least Restrictive Interventions Policy
Lone Worker Policy
Maintenance Policy
Manual and Person Handling
Medication Management
Missing Persons Policy and Procedures
Mission Statement
Money Management Policy
Motoring Policy
Philosophy of Service
Peacehaven Trust Ethos
Provision of Information to Residents
Redundancy Policy
Record Keeping - creation, access, retention, maintenance and destruction of records.
Recruitment, Selection and Garda Vetting
Residents Contracts and Agreements Policy
Residents Holiday Policy

Residents Personal Property, Finances and Possessions Policy
Risk Management and Emergency Planning Policy
Residents Support for Church Attendance Policy
Safeguarding Vulnerable Adults Policy
Safety Statements AW, BH & LH
Smoking Policy
Staff Educational Assistance Policy
Staff Leave Policy
Staff Training Policy
Student Work Experience Policy
Suicide Intention Safety Plan - Guidelines for disclosure of suicidal intent.
Supervision Policy
Supportive & Assistive Aids & Technology Policy Including CCTV
Temporary Absence and Discharge of Residents
Trust in Care Policy
Visitors Policy
Volunteers Policy