



# RESPIRE INFORMATION

**Location:** Ravenshead Respite, 272a and 272b Longdale Lane,  
Ravenshead, Nottinghamshire, NG15 9AH

**Tel:** 01623 370 026

**Registered Manager:** (registration pending)

**Email:**



**Registered Provider:**

Autism East Midlands, Unit 31, Craggs Industrial Estate, Morven Street, Creswell  
Worksop, Nottinghamshire, S80 4AJ

[www.autismeastmidlands.org.uk](http://www.autismeastmidlands.org.uk)

**Responsible Person:** Will Burchell

**Tel:** 01909 506678

**Email:** [will.burchell@autismeastmidlands.org.uk](mailto:will.burchell@autismeastmidlands.org.uk)

## **Mission Statement**

Autism East Midlands is a registered charity whose stated objective is;

*'To ensure that people resident in the Autism East Midlands area who's lives are effected by Autism or a related condition, receive services most appropriate to their needs and, as a result, enjoy the highest possible quality of life.'*

Our vision;

*"A World which recognises, understands and values people with autism, and where they, and their families, receive the services and support they need throughout their lives".*

## **Philosophy, Aims and Objectives**

Autism East Midlands's philosophy advocates that adults with an ASC should live their lives with dignity, choice and independence to the maximum of their ability.

'Ravenshead Respite' has access to an internal Clinical Team consisting of; Psychology, Speech & Language Therapy Services (S&LT) and Occupational Therapy support as well as people being supported to access external agencies and professionals where necessary.

The well-being and progression of our individuals is the underlying ethos. All individuals are given respect and time to achieve their own personal level of attainment with a focus on outcomes; individuals are offered choices and opportunities and supported in the choices they make.

Support packages are tailored to individual need and choice, maximising dignity and control. Person centred support plans are designed to offer additional help with communication and social skills and to compensate for impairment with social imagination.

The principles of Person Centred Planning (PCP) and Positive Behaviour Support are promoted throughout Autism East Midlands.

The use of communication aids such as Signs & Symbols, Picture Boards, PECS and 'Talking Mats' all aid in maximising the choice and control of our individuals.

Individuals have access to a good range of fulfilling social and leisure activities and people are supported to maintain good contact with their families, friends and the local community.

All of our individuals are enabled and supported to make choices and take responsible risks in order to increase their independence. Providing this support is regarded as a fundamental part of staff duties.

Ravenshead Respite is to be registered with The Care Quality Commission to provide:

**Accommodation for persons who require nursing or personal care.**

Further details can be found at [www.cqc.org.uk](http://www.cqc.org.uk)

Acknowledgement is given to the Mental Capacity Act (2005); Deprivation of Liberty Safeguards; Dignity in Care 10 point Challenge in the development of person centered support plans. Autism East Midlands is proactive in supporting individuals to engage with independent advocacy services and the IMCA service (where appropriate).

## **About 'Ravenshead Respite'**

'Ravenshead Respite' is a newly established short stay respite service located in Nottinghamshire's hidden valleys. The site used to be one of Autism East Midland's school sites before they were merged to one location. 'Ravenshead Respite' is a short stay respite service and will not be a permanent or long stay accommodation.

'Ravenshead Respite' is a building which is split into three units of accommodation- two units for short stay respite and a unit for holiday lets. The two respite units offer bespoke facilities that have been purpose built for individuals with autism; considering sensory needs and providing ideal environments to help nurture and develop skills for life and independence.

The respite units and holiday let unit are managed separately. This is to ensure a clear difference between the two services is established and that impartiality can be exercised by the manager of the respite service with regard to advocating for, and safeguarding, the service users.

The two respite units have their own private gardens which back on to a large communal garden. The accommodation overlooks picturesque woodland and the location is quiet, providing a peaceful and calming environment for service users.

## **Principles**

'Ravenshead Respite' offers a wide range of social activities. Individuals' hobbies and leisure interests are also supported fully.

The operation of 'Ravenshead Respite' is the overall responsibility of the Registered Manager. Views and ideas are listened to, and wherever possible, acted upon.

Support plans, risk assessments and positive behavior support plans are informed by the wishes, needs and preferences of the service users at 'Ravenshead Respite'. Where the views of the service user cannot be obtained; information about the individual from those who know them best are used to shape support.

'Ravenshead Respite' has a commitment to safeguarding service users and has robust safeguarding policies and procedures in place. All staff members that work at 'Ravenshead Respite' have safeguarding training and have DBS checks before being offered employment.

We cater for the personal dietary needs, or any other requirements, of each individual. At mealtimes there are always two main meal choices on offer and other appropriate alternative choices should this be requested.

There is a formal Complaints Procedure which is available in an easy read format.

Service User Voice is supported at 'Ravenshead Respite' to gain service user feedback on a variety of different aspects of service user support.

## **The Support Team**

The service is managed by an appropriately qualified and experienced manager (minimum Level IV Diploma).

All staff have received an Enhanced Disclosure and Barring Check, and training appropriate to their role. This includes, but is not confined to:

- Level II Diploma (minimum for direct support workers)
- Care Certificate
- Autism / Asperger / PDA awareness
- Mental Capacity Act / Deprivation of Liberty Safeguards
- Safe Handling of Medication / Boots MDS System
- First Aid
- Food Hygiene
- Health & Safety
- Manual Handling
- Risk Assessment
- Fire Safety
- Equality & Diversity
- Autism Specific Physical Intervention & Reactive Education Strategies
- Epilepsy
- Infection control
- Positive Behaviour Support training (CALM)
- Sensory Training
- Safeguarding Training

All staff complete most of the above in the dedicated 2 week induction they complete before being introduced to service.

Training needs and opportunities for further development are identified through supervision and annual appraisal for all staff.

All staff have a professional responsibility to respect the rights of individuals, treat them with respect and dignity and protect them as far as possible from danger or harm.

### **Recruitment**

Autism East Midlands has a robust recruitment procedure in place. Records include an Application Form, two satisfactory written references and a Disclosure and Barring Check.

Service users are, wherever possible, involved in some staff interviews and this has proved very successful.

### **Referral, Admission and Assessment**

Information is available to help people decide if 'Ravenshead Respite' can meet their needs and to tell them how the service operates. Our 'Service Placement Operational Guidelines and Procedures' helps in ensuring that a prospective individual receives an assessment to determine whether the service is able to meet their needs before being considered for admission.

### **Evaluation of Service**

The service is monitored and evaluated by a number of internal and external bodies: -

- The service user voice framework – introduced to ensure people are involved in their care and supported to express views, wishes and to ensure all our service users have a voice and as much choice and control as possible.
- Parent / Carer & Service User feedback via 6 monthly questionnaires
- The Care Quality Commission [www.cqc.org.uk](http://www.cqc.org.uk) inspections

- Regular review of Individual Support Plans
- Quality Assurance self-assessment framework
- Spot Audits carried out by senior management team
- Quality monitoring audits carried out by local funding authorities.