



Programme Prospectus

Programme Title: The Pottery Programme

Service Area: The Pottery Workshop, Kilcloon

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Table of Contents	Page
1.0 The Introduction	4
2.0 The Scope of the Programme / the Intent Statement	5
2.1 The Mission and Core Values of the Service	6
2.2 The population served by this programme	6
2.3 The setting where the programme is offered	7
2.4 The hours of the programme / service:	7
2.5 The days that the service is operating / open and the periods of closure	7
2.6 Any costs or fees that are payable by the service User and / or their family	7
2.7 The Referral Process	7
2.8 The Admission and Discharge Processes	8

	Page
2.9 The Specific Programme being offered	8-18
2.10 The Staff Team	19
2.11 The Core Policies, Procedures and Guidelines	20-21
2.12 The Core Communication Processes / Systems that are in place with regard to the programme	22

1.0 Introduction

The purpose of this document is to provide information to day attenders, staff, parents and stakeholders on the programme and with the introduction of a range of training modules how we aim to provide and improve the service and enrich the day attenders training experience.

The document includes a description of the current service provided by the area. It details who attends the area and what they can expect from the area. It also details training modules that will be taught, documented and in house certified.

The document will describe:

- The core values of the area.
- Who accesses and attends the centre
- What an individual can expect from attending the area
- The type of area the service is offered
- The hours the area operates
- The costs involved
- The Referral process
- The Admission & Discharge process
- The programme offered in detail
- The staff and team in the area
- The policies, procedures and guidelines
- The communication systems and processes in place with regard to the programme

1.0 The Scope of the Programme

The Pottery programme is delivered in the Pottery workshop in Stewarts of Kilcloon, Co. Meath. We create a range of unique, well finished handmade pottery pieces. We use hand-building methods such as slab-work and coiling to maximise day attender participation, while at the same time promoting the therapeutic benefits of working with clay.

The programme acknowledges and promotes the varying abilities, skills, and interests of day attenders. We currently provide a day service for 12 full-time day attenders, and five part-time day attenders. We have capacity for 12 full-time day attenders.

The programme is designed to provide day attenders with ongoing opportunities to engage in a variety of learning and training opportunities. The programme promotes a holistic approach to creativity and personal development through pottery work, mixed media and participation in person-centred activities.

The programme provides day attenders with meaningful and fulfilling experiences through-which their individuality and creativity is greatly valued. Day attenders are encouraged to develop, set and achieve individual goals; they are encouraged to participate in a variety of activities, e.g. clay-work, glazing, art and crafts, literacy, physical activity, social and community activities.

2.1 The Mission and Core Values of the Service Area

The mission of the service area:

To support and empower people with an intellectual disability to live meaningful and fulfilling lives by delivering quality, person-centred services, provided by a competent, skilled and caring workforce, in partnership with the person, his/her family, community and statutory authorities, including advocates.

Core Values:

The values that underpin our Mission and Vision and that inform our practice are as follows:

- **Inclusion:**
We will promote a culture of inclusion in everything we do.
- **Dignity and Respect:**
We will foster and uphold a culture of dignity and respect, which is honest, compassionate, transparent and accountable.
- **Commitment and Learning:**
We will foster learning, innovation and creativity.
- **Person Centeredness:**
We will put the person at the centre of everything we do.

2.2 The population served by this programme:

The programme is aimed at day attenders with a mild or moderate intellectual disability. The day attender age profile is 18 years plus. Each day attender should have an interest in this training placement. There are twelve full-time training places on the programme.

2.3 The setting where the programme is offered:

The Pottery programme is delivered in the Pottery workshop, Stewarts of Kilcloon, Blackhall Little, Kilcloon, Co. Meath.

2.4 The hours of the programme / service:

The programme is available to day attenders from Monday to Friday from 10.00am to 4.00pm.

2.5 The days that the service is operating / open and the periods of closure:

Kilcloon Pottery is open year round, closing for the period between Christmas and New Year. Day attenders have the choice to take their holidays for one week at Easter, and two weeks in August, or at other dates during the year.

2.6 Any costs or fees that are payable by the Service User and / or their family:

There is no additional cost or fees payable by day attenders or their family for the training programme in Kilcloon Pottery. Activities in the community have to be paid for by the day attender.

2.7 The Referral Process:

External referrals to Day Services are submitted to the Chair of the Admission, Discharge and Transfers Committee.

Internal referrals for transfers are submitted to the chair of the Admissions, Discharges and transfers committee. Day attenders can advocate their request for a transfer through Keyworker sessions, PATH's and multi-disciplinary meetings.

2.8 The Admission and Discharge Processes:

All referrals are submitted to the Admissions, Discharges and Transfers Committee.

External referrals are processed in terms of the following eligibility criteria:

- Referrals are accepted for persons whose level of ability falls into the moderate, severe and profound range of intellectual disability and who live in Dublin /Mid Leinster Area.
- Consideration will also be given to persons with a mild intellectual disability where Stewarts Care Limited range of services can meet their needs.
- Consideration will also be given to individual persons referred to Stewarts Care Limited from other H.S.E. service areas.

Referrals are prioritised as follows:

- Young adults who are exiting from Stewarts School or another school and who are residents of Stewarts Care Limited Services Ltd have the highest priority.
- Those currently exiting Stewarts School who are not in residence in Stewarts Care Limited Services Limited have the next highest priority.
- RCTEC exitors will be given next priority.
- Then the other external referrals referred to The Head of Clinic Services.

2.9 The Specific Programme being offered:

2.9.1 Description of the overall Programme being offered

Day attenders are supported on the programme to gain a level of knowledge of pottery, arts and creativity. Independence and life skills training will be part of this programme. Day attenders are offered a range of training modules which they can choose to participate in.

2.9.2 Broad Programme Aim

To provide a training programme suited to the individual needs of the day attender participating in the programme.

2.9.3 Broad Programme Objectives

The objective of the programme is to support day attenders to increase their vocational skills, independence skills and life skills through supported and increased activities within their community.

2.9.4 The Programme Duration

The programme is delivered in modular form, hence, the pace at which the modules are delivered will depend on the day attenders' ability to learn and retain information. The typical training duration of the programme is 272 weeks and a maximum duration is 320 weeks.

2.9.5 The Intended Programme Outcomes

- To use a person-centred approach (PATH) involving day attenders their families and their keyworkers.
- To ensure the needs of day attenders are identified in their person-centred plan.
- Each day attender will have an individualised training programme.
- Increase in independence skills and life skills for each day attender.
- Progress to work experience, further education, volunteering in the community and mainstream employment

2.9.6 Programme Design

The programme was designed by the staff and day attenders of the Pottery workshop in Kilcloon. Feedback received from parents throughout 2017 was inputted into the programme. It is planned to have further consultations with families in 2018.

The principles of New Directions Guidelines 2012 'person centeredness, active citizenship, community inclusion and quality framework' are the foundation from which the programme design is formed. The Commission on Accreditation of Rehabilitation Facilities (CARF) has similar principles of a day service program which are 'to optimize the dignity, choice, preference, autonomy and quality of life of the day attender.

2.9.7 The Programme Content / Modules:

Day attenders are supported to choose and participate in any of the following modules:

1. Person Centeredness
2. Pottery
3. Art and Creativity
4. Health Promotion and Health Promotion
5. Independence and Life Skills
6. Self-Advocacy
7. Community Inclusion

Module 1 – Person Centeredness:

Aim:

The aim of this module is to ensure that each Day Attender is at the centre when setting their goals and making decisions which relates to their lives.

Objectives:

Day attenders will be supported to:

1. Participate in developing their PATH.
2. Communicate their choices.
3. Develop person centred goals.
4. Perform meaningful activities of their choice.
5. Recognise and develop their own strengths and abilities to enable them to live an independent and fulfilling life.

Content:

1. Day attenders are encouraged to actively participate in the PATH process.
2. Day attenders are encouraged to communicate their opinions, likes, dislikes etc. in a familiar group setting and in doing so gain confidence.
3. Day attenders are encouraged to set person centred goals during keyworker meetings.
4. Day attenders are provided with a range of activity options.
5. Day attenders are supported to participate in their chosen activities.
6. Carry out continuous assessment to see if objectives have been met.

Duration: 16 weeks

Module 2 – Pottery:

Aim:

The aim of this module is to provide each day attender with a range of practical skills to create a functional or artistic range of ceramic items.

Objectives:

Day attenders will be supported to:

1. Engage in person centred pottery projects that reflect the personal tastes, skills and interests of the individual.
2. Express their individuality and creativity through the medium of clay.
3. Develop day attenders' social and interpersonal skills through participation in group projects
4. Understand the clay's possibilities and limitations.
5. Learn the various methods of creative hand-building.
6. To contribute to the design process of individual pottery pieces.
7. Experiment with mark-making on clay using a range of tools, stamps and objects.
8. To understand the appropriate use and application of glaze, stains and oxides.
9. Follow health and safety measures and regulations.

Content:

1. By facilitating Individual pottery projects that are guided by personal ideas and P.A.T.H. goals.
2. Day attenders are encouraged to express their personal style.
3. Pottery staff will facilitate group based pottery projects.
4. Through demonstration, guidance and hands-on experience.
5. Through demonstration, guidance and hands-on experience.
6. To support day attenders with their design choices and to assist them in its fruition.
7. Through demonstration, guidance and hands-on experience.
8. Through demonstration, guidance and hands-on experience.
9. Health and safety in the workplace will be discussed with day attenders at weekly meetings.
10. Carry out continuous assessment to see if objectives have been met.

Duration: 48 weeks

Module 3 – Art and Creativity:

Aim:

The aim of this module is to expand the each day attender's experience of the benefits of self-expression through the creative arts. By exploring and identifying a wide variety of methods and materials we encourage the recognition in each of their unique talent.

Objectives:

Day Attenders will be supported to:

1. Engage in person centred art projects.
2. Express their individuality and creativity through mixed media.
3. Develop day attenders' social and interpersonal skills through participation in group art projects.
4. To gain knowledge and understanding of a variety of media.
5. Explore and experiment with a variety of materials and methods.
6. Gain a sense of satisfaction and achievement through creativity.
7. To develop an awareness of art and creativity based programmes in the community.

Content:

1. Day attenders will be encouraged to participate in art projects.
2. Encourage day attenders to identify and further develop their creative strength.
3. Pottery staff will facilitate group based art projects.
4. The exploration of a wide variety of materials and techniques.
5. Through demonstration, guidance and hands-on experience.
6. By facilitating Individual art projects that are guided by personal ideas and P.A.T.H. goals.
7. Facilitate visits to art exhibitions/galleries and community based art groups.
8. Carry out continuous assessment to see if objectives have been met.

Duration: 48 weeks

Module 4 – Health and Health Promotion:

Aim:

This module will enable day attenders to maintain a healthy lifestyle through access to supports for positive health and wellbeing, including health promotion.

Objectives:

Day attenders will be supported to:

1. Make and keep health appointments.
2. Access to health promotion programmes.
3. Gain an understanding of the importance of following a healthy lifestyle
4. Access sports facilities, clubs and gyms.
5. Partake in art, music and creativity programmes.

Content:

1. Day attenders will be supported to become more responsible for their own health.
2. Health promotion will be supported by staff enabling day attenders to identify where they need referrals to therapies.
3. Aspects of healthy living will be discussed at weekly day attendee meetings and monthly keyworker meetings.
4. Day attenders will be encouraged to identify a range of sports activities that they would like to engage in, they will then identify the community based locations where these take place.
5. Day attenders will be facilitated in accessing a number of art, music and creativity based projects.
6. Carry out continuous assessment to see if objectives have been met.

Duration: 48 weeks

Module 5: Independence and Life Skills:

Aim:

The aim of this module is to enable each day attender to develop greater independence skills leading to an improved quality of life.

Objectives:

Day attenders will be supported to:

1. Gain an understanding of the importance of healthy eating.
2. Gain an understanding of the importance of personal care and grooming.
3. Learn the value of money.
4. Understand the concept of calendar/diary use.
5. Gain an awareness and understanding of personal safety.

Content:

1. Issues relating to healthy eating will be discussed at weekly day attender meetings and monthly keyworker meetings. HSE information literature will be available to day attenders
2. Issues relating to personal care and grooming will be discussed at weekly day attender meetings and monthly keyworker meetings. HSE information literature will be available to day attenders
3. Service Users will be facilitated in making purchases when on community based outing and encouraged to identify different cash sums.
4. Day attenders will participate in the planning and scheduling of events and outings.
5. Provide day attenders with information on bullying, abuse, Designated Officers and reporting pathways.
6. Carry out continuous assessment to see if objectives have been met.

Duration: 48 weeks

Module 6: Self - Advocacy:

Aim:

The aim of this module is for each day attender to represent their own needs and make informed decisions about the supports needed to improve their quality of life, effect personal change or correct inequalities.

Objectives:

Day attenders will be supported to:

1. Understand the concept of self-advocacy.
2. Access external advocacy services
3. Understand their rights.
4. Communicate their choices and preferences.
5. Participate in decision making and planning.
6. Make a complaint.

Content:

1. Provide day attenders with advocacy information at weekly day attender meetings and monthly key-worker meetings; provide and facilitate advocacy training.
2. Discuss the role of advocacy services and make literature available to day attenders; facilitate access to external advocates.
3. Provide day attenders with *Rights* information at weekly day attender meetings and monthly key-worker meetings.
4. Encourage day attenders to actively contribute to weekly day attender meetings and monthly key-worker meetings.
5. Promote Service User Council activity.
6. Provide day attenders with information on the Stewarts Care Complaints procedure.
7. Carry out continuous assessment to see if objectives have been met.

Duration: 16 weeks

Module 7: Community Inclusion:

Aim:

The aim of this module is to connect each day attender with their local community in order to avail of and create opportunities for inclusion.

Objectives:

Day attenders will be supported to:

1. Engage in person centered community based outings.
2. Participate in the planning of community based outings.
3. Develop a knowledge of the local communities.
4. Participate in excursions to local libraries, cafes, restaurants, shops and leisure facilities.
5. Access educational programs and seek opportunities to learn.
6. Citizenship information

Content:

1. Day attenders will be encouraged to discuss opportunities for community inclusion at weekly day attender meetings and monthly keyworker meetings
2. Day attenders will be encouraged to participate in the planning of community based outings at weekly day attender meetings and monthly keyworker meetings
3. Community mapping of activities and local facilities.
4. Participation in community based social outings.
5. Accessing community education.
6. Visit to the local Citizens Information centre.
7. Carry out continuous assessment to see if objectives have been met.

Duration: 48 weeks

2.9.8 Programme Facilities, Materials and Equipment

- Workshop facilities with display area, glaze room, selection of food safe glazes, kiln room fitted with 3 functioning kilns, store area, clay and clay tools.
- Till, VISA machine, various floristry tools.

2.9.9 Programme Delivery Methods / Training Methodology

The training programme is delivered through full interaction and participation in the Pottery Workshop; Participation, achievements and progress are documented in the individual's SURA record. Training is delivered through on site practical participation, demonstrations, one to one training, and group work and task repetition. The programme is designed to support and develop the independence skills and life skills of Day attenders and to provide progression opportunities, choices of work experience, further education, employment or volunteering in their local community.

Training methods that are used are:

- Instructional
- Project work
- Practical demonstration
- On the job training
- External visits
- Community placement and work experience

2.9.10 Programme Certification

In house certification of attendance.

2.9.11 Records to be maintained:

Training records to be maintained in individual folders for each Service User and on SURA.

Day attenders to keep personal records of their own work (if they so wish), in the form of a scrapbook which they update with details of the work they complete.

2.9.12 Programme Evaluation and Quality Assurance Processes

It is planned for the programme to be evaluated through the CARF accreditation process.

2.10 The Staff Team:

Position	Number Employed	Whole Time Equivalent
Senior Team Member	1	1
Team Member	1	1
Care Staff		
Catering staff		

Staff are required to possess a recognised qualification in Ceramics or Art & Design, and have previous experience working in the area of disability, training or education.

On-going in-service training is available to all staff.

2.11 Core Policies, Procedures and Guidelines:

1. New Directions Report 2012.

2. The prevention, detection and response to abuse, including reporting of concerns and /or allegations of abuse to statutory agencies:

(a) Safeguarding Vulnerable Persons at Risk of Abuse National Policy and Procedures.

(b) Trust in Care National Policy.

(c) Trust in Care Policy & Children First Policy Implementation Child Protection Policy.

(d) Children's First National Guidance for the Protection and Welfare of Children 2011.

3. Admission, including transfers, discharge and the temporary absence of residents:

(a) Admission, Transfers and Discharge Policy doe Day Placements in Adult Services for Residents in Stewarts Care and External Referrals.

4. Incidents where a Service User goes missing:

(a) Missing Service User Policy

5. Provision of Behaviour Support:

(a) Responding To Behaviours of Concern – Proactive and Reactive Strategies Policy.

6. Medication Management:

(a) Medication Management Policy.

7. Health and Safety, including food safety, of Day Services, staff and visitors:

(a) Fire Safety Policy.

(b) Waste Management Policy.

(c) Food safety Policy.

(d) Manual Handling Policy.

(e) Infection Control Policy.

(f) Wound Prevention and Management Policy.

(g) Hoisting/ Mobile Tracking Policy.

(h) Falls Prevention and Management Policy.

8. Risk Management:

(a) Risk Management Policy.

(b) Risk assessment Policy.

9. The creation of access to retention of maintenance of and destruction of records:

(a) Record retention and destruction policy.

(b) Service User record application (S.U.R.A) policy.

10. Monitoring and documentation of nutritional intake:

(a) Nutrition & Hydration Policy.

11. Communication with Day attenders:

(a) Communication Supports for Service User Policy.

(b) Disability Distress Assessment Tool Policy.

12. Recruitment, selection and Garda vetting of staff:

(a) Recruitment & Selection Policy.

(b) Garda Vetting Policy.

13. Staff training and development:

Education, Training and Development Quality Assurance Policy.

14. The handling and investigation of complaints from any persons about any aspect of service care, support and treatment provided in their Day Service:

- (a) Investigations policy
- (b) Complaints and Compliments Policy

15. Access to education, training and development:

- (a) Access Procedure to Education, Training and Development for Residents of Stewarts Care and External Referrals.

16. CCTV Policy:

- (a) CCTV Policy.

17. Dementia Policy.

18. Work related policies for Staff:

- (a) Dignity at Work Policy.
- (b) Data Protection Policy.
- (d) Managing Attendance Policy.
- (e) Lone Working Policy.
- (f) Mobile Phone Usage Policy.
- (g) Payroll Overpayments and Underpayments Policy.
- (h) Pregnant Employee Policy.
- (i) Supervision Policy.

All above are available for staff on Document Libraries, Communities and for families from the Managers of the area.

2.12

The Core Communication Processes / Systems that are in place with regard to the programme:

- Verbal.
- Consultation.
- Key Worker meetings.
- Group meetings.
- Yearly family meetings.