



Programme Prospectus

Programme Title: The Paddocks Restaurant, Kilcloon

Service Area: Stewarts of Kilcloon Enterprise Area

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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

2.0 The Scope of the Programme

The Paddocks Restaurant is situated within Stewarts of Kilcloon, Kilcloon, Co. Meath. The Paddocks Restaurant is a training catering area, providing daily snack and lunch facilities for approximately 80 day attenders and staff within Kilcloon Day Service. This enterprise area provides a meaningful and therapeutic training environment for people with an intellectual disability, currently it provides a day service for 11 full-time day attenders and eight part-time day attenders, with a capacity of 10 day attenders each day. Day attenders are supported by three staff. Day attenders are offered a range of training modules that they can choose to participate in.

Day attenders are involved in all aspects of the role of a catering assistant within the restaurant. Day attenders are encouraged and supported to develop and set individual goals and take part in physical, social and community activities. Day attenders can be referred to the Job Advocate Support Service (JASS) waitlist for work experience both internally within the organisation and externally.

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, and 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 Centredness.**
We will put the person at the centre of everything we do.

2.2 The population served by this programme:

The programme is primarily aimed at day attenders with a mild or moderate intellectual disability. The service user age profile is 18 years plus.

The day attenders would have an interest in this training placement. Currently there are 11 full-time training places on this programme and eight service users attend part-time.

2.3 The setting where the programme is offered:

The Paddocks Restaurant is on the first floor within Stewarts of Kilcloon. Day attenders are supported by their keyworker to be involved in their community by participating in further education, social and recreation activities

2.4 The hours of the programme / service:

The programme is available to day attenders from 10am to 4pm. The restaurant operates 47.5 weeks of the year, closing for up to one week at Christmas, one week at Easter and 2.5 weeks during the summer.

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

The Paddocks Restaurant opens Monday-Friday 10am-4pm. The facility is closed at weekends, Bank Holidays, Christmas, Easter and for 2.5 weeks during the summer.

2.6 Any costs or fees that are payable by the service user and / or their family:

There are no costs or fees that are payable by the day attenders or their family for the training programme in The Paddocks Restaurant. Activities in the community will 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 Admissions, Discharge and Transfers Committee.

Internal referrals for transfer are submitted to the Chair of the Admissions, Discharges and Transfers Committee. Service users 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 Director of Clinic Services.

2.9 The Specific Programme being offered:

2.9.1 Description of the overall Programme being offered:

The programme will ensure day attenders are supported to be active members of their local community and society as per New Directions Guidelines 2012. Day attenders are supported on the programme to gain a level of knowledge and skills while in a kitchen and restaurant. Independence and life skills training are be part of this programme. Day attenders are offered a range of training modules that they can choose to participate in.

2.9.2 Broad Programme Aim:

To provide a training programme suited to the individual needs of the service user 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 lifeskills.

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 service users' ability to learn and retain information. The total training duration of the programme is 251 weeks and the maximum duration is 300 weeks.

2.9.5 The Intended Programme Outcomes:

- To use a person-centred approach (PATH) involving day attenders, families and keyworkers.
- To ensure the needs of the day attenders are identified in their person centred plan.
- Each day attenders will have an individual training programme.
- Increase in independence skills and life skills for the service user.
- 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 management of The Paddocks Restaurant. Day attenders had an input in to the content of the programme. It is planned to have 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 programme which are 'to optimise the dignity, choice, preference, autonomy and quality of life of the service user'.

2.9.7 The Programme Content:

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

1. Person Centeredness
2. Health Promotion
3. Independence and Lifeskills
4. Self-Advocacy
5. Community Participation
6. Catering Assistant Skills

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. Identify current communication skills.
2. Participate in developing a PATH.
3. Communicate their choices.
4. Develop goals.
5. Perform meaningful activities of their choice.
6. Recognise and develop their own strengths and abilities to enable them to live an independent and fulfilling life.
7. Understand New Directions

Content:

- Measure day attender's capacity to communicate via reading, writing, signing, talking and using symbols or other methods of communication.
- Through PATH and keyworker meetings, day attenders can set short and medium goals for the future.
- Weekly group meetings encourage day attenders to communicate in a familiar group setting to voice an opinion and gain confidence.
- Rights are discussed at the day attenders meetings and external advocates are invited to information sessions.
- Through weekly New Directions information sessions in Kilcloon, day attenders can gain an understanding of what person centeredness means to them as individuals.
- Carry out continuous assessment to see if objectives have been met.

Duration: 16 weeks

Module 2- Health Promotion:

Aim:

The aim of this module is for each day attender to learn how to have a healthy lifestyle including healthy eating, being active, positivity and a healthy body and mind.

Objectives:

Day attenders will be supported to:

1. Develop knowledge of the importance of food choices and health.
2. Build relationships with doctors, dentist and other health services and visit as required.
3. Learn relaxation and stress management.
4. Maintain healthy body and minds.
5. Understand the different types of therapists available to help with health promotion and wellbeing.

Content:

1. Encourage access to community facilities, sports facilities, clubs, and gyms.
2. Encourage healthy food choices through cooking demonstrations and hands on experience in food preparation.
3. Attend relaxation and mindfulness classes.
4. Demonstrate the link between exercise and well-being.
5. Encouragement of regular visits to health services.
6. Participate in Kilcloon gym sessions.
7. Carry out continuous assessment to see if objectives have been met.

Duration: 47 weeks

Module 3- Independence and Life Skills.

Aim:

The aim of this module is to enable each day attender to develop independence skills and life-skills.

Objectives:

Day attenders will be supported to:

1. Identify a sample of menu choices for breakfast, lunch and dinner.
2. Learn practical skills in the area of household skills.
3. Discuss practical opportunities to manage their own personal care.
4. Learn to manage money and understand the value of money.
5. Travel on public transport.
6. Use a calendar.
7. Identify dangerous and unsafe situations

Content:

1. Day attenders will identify, discuss and examine specific independent skills they require which impact or restrict their quality of life.
2. Menu planning and preparation and write a shopping list and go shopping.
3. Kitchen organisation.
4. Laundry of clothing and personal grooming.
5. Identify different amounts of money and understand its value
6. Event planning and diary management.
7. Interpret transport timetables and identify bus route numbers. Access Dublin Bus Travel Scheme.
8. Demonstrate an awareness of danger to them and identify personal safety precautions.
9. Demonstrate a level of road safety.
10. Carry out continuous assessment to see if objectives have been met.

Duration: 47 weeks

Module 4- Self-Advocacy:

Aim:

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

Objectives:

Day attenders will be supported to:

1. Access different forms of advocacy.
2. Communicate their support needs.
3. Generate appropriate solutions to problems in Kilcloon or in the community.
4. Request for support in training, work, and community settings.
5. Feel comfortable advocating for themselves.
6. Be aware of their individual rights.

Content:

1. Provide empathetic and open listening to the individual.
2. Provide and facilitate advocacy training.
3. Facilitate access to external advocates.
4. Promote Service User Council activity.
5. Discuss effective communication with day attenders.
6. Discuss the rights of day attenders at weekly sessions.
7. Carry out continuous assessment to see if objectives have been met.

Duration 47 weeks

Module 5- Community Participation:

Aim:

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

Objectives:

Day attenders will be supported to:

1. Learn how to plan a social outing.
2. Develop knowledge of local and wider areas.
3. Participate in excursions to local cafes, restaurants, shops and leisure activities.
4. Link in to educational programmes and seek opportunities to learn.
5. Have an awareness of personal and financial safety.
6. Be aware of cyber safety.
7. Register to vote and influence planning.

Content:

- Community mapping of activities and local facilities.
- Social outings in the community.
- Support day attenders to participate on courses in the community that they have identified through their PATH goals.
- Visits to the local citizen information office.
- Service User Council participation.
- Visits with local gardai.
- Carry out continuous assessment to see if objectives have been met.

Duration 47 weeks

Module 6- Catering Assistant Skills:

Aim:

The aim of this module will be to facilitate the day attender to learn skills in order to strengthen their readiness and capacity to engage in work experience or to gain employment as a catering assistant.

Objectives:

Day attenders will be supported to:

1. Engage in workplace training in the role of catering assistant.
2. Participate in work awareness training to build the day attenders capacity to engage in the workplace.
3. Partake in training pertaining to health and safety guidelines in the workplace.
4. Use information technology in the workplace and to develop user skills.

Content:

1. Workplace skills relating to the role of a catering assistant such as; communication skills, following multi-step instructions, food safety routines, team work skills, specific catering duties such as preparing food, storing food, cleaning, correctly sweeping and hygienically mopping floors.
2. Identify the different types of work that people do, list the type of workplaces that people can work in.
3. Describe workplace hazards, show how to spot dangers or hazards and decide how they can be made safe, identify safety and warning signs and understand what they mean.
4. Use technology in the workplace such as cash register and computers for typing menus and using email.
5. Carry out continuous assessment to see if objectives have been met.

Duration 47 weeks

2.9.8 Programme Facilities, Materials and Equipment:

- A restaurant with dining area and kitchen.
- Kitchen equipment

2.9.9 Programme Delivery Methods / Training Methodology:

The training programme is delivered through full interaction and participation in the restaurant and documented in each individual training file and on SURA. It is designed to support day attenders in the area of independence skills and life skills and to provide the day attender with progression choices of work experience, further education, employment or volunteering in their community.

Training methods that are used are:

- Instructional
- Role play and video presentation
- Project work
- Practical participation
- On the job training
- External visits
- Community interaction
- Weekly classes

2.9.10 Programme Certification:

In-house certification.

2.9.11 Records to be maintained:

Training records to be maintained and retained in individual training folders.

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:

Staff will have qualifications in social care, catering and or an administrative area. Staff will have experience of working in the area of intellectual disability. On-going in-service training is available to the staff.

Position	Number Employed	Whole Time Equivalent
Programme Manager		
Senior Manager		
Senior Team Member	1	1
Team Member	2	2
Care Staff		
Administration Staff		

2.11 Core Policies, Procedures and Guidelines for Day Services:

- 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 Day 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 Service Users:**
 - (a) Communication Supports for Service Users Policy.
 - (b) Disability Distress Assessment Tool Policy.

Recruitment, selection and Garda vetting of staff:

- (a) Recruitment & Selection Policy.
- (b) Garda Vetting Policy.

12. Staff training and development:

Education, Training and Development Quality Assurance Policy.

13. 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

14. Access to education, training and development:

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

15. CCTV Policy:

- (a) CCTV Policy.

16. Dementia Policy.

17. 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 in the area.

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

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