

# Sholden Hall Residential Retreat

## STATEMENT OF PURPOSE

Re**S**pectful

**H**ome from Home

L**O**ving

Exce**L**lence

**D**ignified Care

Person c**E**ntred

Dig**N**ified

s**H**aring

Vision**A**ry

Deve**L**oping

Qua**L**ity

*Introduction*

February 2016

Sholden Hall Residential Retreat is a residential home, registered to provide accommodation and personal care for older people and those living with Dementia. It is registered for 27 residents receiving 24-hour care. The home consists of 22 rooms, 17 single and five double. Fourteen of the rooms have en-suite facilities. The rooms are all of reasonable size. In addition there are two bathrooms and a shower room. There is a large lounge and a separate dining room, both recently refurbished to a high standard and a large conservatory which has been developed into a Namaste room to provide a structured care programme, integrating compassionate care with individualised meaningful activities for those living with dementia. Sholden Hall provides accommodation in a homely environment. We also provide day care for older people who require more support and respite to remain in their own homes for as long as possible.

**Address:**

Sholden hall Residential Retreat  
London Road  
Sholden  
Deal  
Kent  
CT14 OAB

**Tel:** 01304 375445

**Fax:** 01304 375445

Email: [sholdenmanager@btconnect.com](mailto:sholdenmanager@btconnect.com)

Website: [www.sholdenhall.co.uk](http://www.sholdenhall.co.uk)

**Aims and Objectives of the Home**

It is the objective of Sholden Hall to provide all aspects of care, except nursing care, to each of our residents to a high standard that is based on the assessed needs of the individual, thereby creating a person-centred approach. Residents will be treated with respect and dignity at all times.

Care will be based on the following objectives:

- To deliver a service of the highest standards that will improve and sustain the resident's overall quality of life.
- To ensure that care is delivered flexibly, attentively, and in a non-discriminatory fashion while respecting each resident's right to independence, privacy, dignity, fulfilment and the right to make informed choices.
- To ensure that each resident's needs and values are respected in matters of religion, culture, race, ethnic origin, disability and impairment.
- Focusing on a person-centred approach, enrichment and selfhood

**Key Values**

- Principles of Empowerment
- Anti-discriminatory
- Residents receive care that reflects the National Framework for Older People.
- Resident confidentiality
- Outcomes are measured through the audit process.

## **Residents' Rights**

We place the rights of our residents at the forefront of our philosophy of care. We seek to advance those rights in all aspects of the environment and the services we provide and to encourage our residents to exercise their rights to the full.

## **Privacy**

We recognise that life in a communal setting and the need to accept help with personal tasks are inherently invasive of a resident's ability to enjoy the pleasure of being alone and undisturbed. We therefore strive to retain as much privacy as possible for our residents in the following ways:

- Giving help in intimate situations as discreetly as possible.
- Helping residents to furnish and equip their rooms in their own style and to use them as much as they wish for leisure, meals and entertaining.
- Offering a range of locations around the home for residents to be alone or with selected others.
- Providing locks on residents' storage space.
- Guaranteeing residents' privacy when using the telephone, opening and reading post and communicating with friends, relatives or advisors.
- Ensuring the confidentiality of information the home holds regarding residents

## **Dignity**

Reducing independence quickly undermines dignity, so we try to preserve respect for our residents' intrinsic values in the following ways:

- Treating each resident as a special, valued and unique individual.
- Helping residents to present themselves to others as they would wish through their own clothing, their personal appearance and their behaviour in public.
- Offering a range of activities which enable each resident to express themselves as a unique individual.
- Tackling the stigma from which our residents may suffer through age, disability or status.
- Compensating for the effects of disabilities which residents may experience on their communication, physical functioning, mobility or appearance.

## **Independence**

We are aware that our residents have given up a good deal of their independence in entering a group living situation. We regard it as all the more important to foster our residents' remaining opportunities to think and act without reference to another person in the following ways:

- Providing as tactfully as possible human or technical assistance when it is needed.

- Maximising the abilities our residents retain for self-care, for independent interaction with others, and for carrying out the tasks of daily living unaided.
- Helping residents take reasonable and fully thought out risks.
- Promoting possibilities for residents to establish and retain contacts beyond the home.
- Using any form of restraint on residents only in situations of extreme urgency when it is essential for their own safety or for the safety of others.
- Encouraging residents to access and contribute to the records of their own care.

### **Security**

We aim to provide an environment and structure of support which responds to the need for security in the following ways:

- Offering assistance with tasks and in situations that would otherwise be perilous for residents.
- Protecting residents from all forms of abuse and from all possible abusers.
- Providing readily accessible channels for dealing with complaints by residents.
- Creating an atmosphere in the home which residents experience as open, positive, and inclusive.

### **Civil Rights**

Having reduced independence and residing in the home can act to deprive our residents of their rights as citizens. We, therefore, work to maintain our residents' place in society as fully participating citizens in the following ways:

- Ensuring that residents have the opportunity to vote in elections and to brief themselves fully on their democratic options.
- Preserving for residents full and equal access to all elements of the National Health Service.
- Helping residents to claim all appropriate welfare benefits and social services.
- Assisting residents' access to public services such as libraries and lifelong learning.
- Facilitating residents in contributing to society through volunteering, helping each other and taking on roles involving responsibility within and beyond the home.

### **Choice**

We aim to help residents exercise the opportunity to select from a range of options in all aspects of their lives in the following ways:

- Providing choice of meals which enables residents as far as possible to decide for themselves where, when and with whom they consume food and drink of their choice.
- Offering residents a wide range of leisure activities from which to choose.

- Enabling residents to manage their own time and not to be dictated to by a set of communal timetables.
- Avoiding wherever possible treating residents as a homogeneous group.
- Respecting individual behaviour in residents
- Retaining maximum flexibility in the routines of the daily life of the home.
- Giving clear explanations relating to individual service users' care, treatment and supporting options and choices.
- People who use our service will experience choice regarding the examination, care, treatment and support that they receive, unless it is identified through assessment under the Mental Capacity Act 2005 why that person may not have capacity to consent to the direct care services offered.

## **Fulfilment**

We want to help our residents to realise personal aspirations and abilities in all aspects of their lives. We seek to assist this in the following ways:

- Informing ourselves as fully as each resident may wish about their individual histories and characteristics.
- Providing a range of leisure and recreational activities to suit the tastes and abilities of all residents, and to stimulate participation.
- Responding appropriately to the personal, intellectual, artistic and spiritual values and practices of each resident.
- Enabling our residents to maintain existing contacts and to make new liaisons, friendships and personal relationships if they wish.
- Attempting always to listen and attend promptly to any resident's desire to communicate at whatever level.

## **Diversity**

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work, Sholden Hall strives at all times to ensure that this is maintained at all times.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff. It is the home's policy that no service user will receive treatment that is less favourable than that received by other residents, or be disadvantaged, by any circumstances, conditions or requirements that cannot be justified.

We aim to demonstrate that we welcome and celebrate the diversity of people in our community and in this home. We try to do this in the following ways:

- Positively communicating to our residents that their diverse backgrounds enhance their life within the care home.
- Respecting and providing for ethnic, cultural, and religious practices of residents.
- Outlawing negative discriminatory behaviour by staff and others
- Accommodating individual differences without censure.
- Helping residents to celebrate events, anniversaries and festivals which are important to them.

## **Quality Care**

We seek to provide the highest care, and to do this we give priority to a number of areas relating to the operation of the home and the services we provide.

## **Choice of Home**

We recognise that every prospective resident should have the opportunity to choose which care home suits their needs, abilities and general sense of wellbeing. To facilitate that choice and to ensure that a prospective resident knows precisely what services we offer, we try to do the following.

- Provide detailed information on the home by publishing a statement of purpose and a detailed service user guide.
- Offer each prospective resident as much time as they need to feel they have made the right choice, by way of offering visits to the home which may include meals, overnight stays etc and a four week trial period. The home will offer emergency admissions but only after a comprehensive assessment has been made with the input from multi agencies that have professional input.
- Give each resident a statement of terms and conditions specifying the details of the relationship between the resident and the care home.
- Ensure that every prospective resident has their needs expertly assessed before a decision on admission is taken.

- Demonstrate to every person about to be admitted to the home that we are confident that we can meet their needs as assessed by the home manager or other qualified member of the team.

## **Lifestyle**

It is clear that residents may need some help in a range of aspects of their lives.

To respond to the variety of needs and wishes of individual residents, we will do the following.

- Aim to provide a lifestyle for residents which satisfies their social, cultural, religious and recreational interests and needs in order for the residents to experience a feeling of satisfaction, empowerment, enjoyment, fulfilment and happiness over their lives.
- Help residents to exercise choice and control over their lives.
- Provide meals which constitute a wholesome, appealing and balanced diet in pleasant surroundings and at times of convenience to residents.
- Eradicating where safe and practical to do so, staff and environmental routines, allowing residents living here freedom and enjoyment with no constraints on their normal lifestyles.

## **Fees**

All residents who are privately funded will be informed of the cost for their care prior to admission, and following assessment of their needs. All fees are to be paid by standing order into the Sholden Hall bank account.

The provider will periodically review fees.

The home is a preferred provider with Kent County Council.

The home will not discriminate between residents based on the source of their funding.

## **Registration**

At present the home is dual registered to meet the needs of both older people and those with age related older people mental health disorders such as dementia.

Our aim is to extend on the number of unique older people living with dementia residing within the home, and to continue to deliver a high standard of service by continuing to focus on a person centred approach.

## **Concerns, Complaints & Protection**

Despite everything that we do to provide a secure environment, we know that residents may become dissatisfied from time to time and may even suffer abuse inside or outside of the care home. To tackle such problems we do the following.

- Provide and, when necessary, operate a simple, clear and accessible complaints procedure
- Take all necessary action to protect residents' legal rights
- Make all possible efforts to protect residents from every form of abuse and from any possible abusers
- Ensure that all staff have enhanced DBS checks and adhere to the comprehensive safe recruitment process which is in place.
- Ensure that all staff receive the appropriate level of training in adult safeguarding.

## **The Environment**

The physical environment of the home is designed for our residents' convenience and comfort. In particular, we do the following.

- Ensure that the building and grounds are properly maintained and are always in a safe condition
- Make detailed arrangements for the communal areas of the home to be safe clean and comfortable
- Supply toilet, washing and bathing facilities suitable for residents for whom we care
- Arrange for specialist equipment to be available to maximise a resident's independence
- Provide individual accommodation which meets the National Minimum Standards and the Health & Social Care Act
- See that residents have safe, comfortable bedrooms, with their own possessions around them and which are decorated to their own requirements.
- Ensure that the premises are kept clean, hygienic and free from unpleasant odours, with systems in place to control the spread of infection.

## **Staffing**

We are aware that the home's staff will always play a very important role in our resident's welfare. To maximise this contribution, we will be doing the following.

- Employ staff in sufficient numbers and with the relevant mix of skills to meet resident needs
- Provide at all times an appropriate number of staff with qualifications in health and social care
- Observe recruitment policies and practices which both respect equal opportunities and protect residents' safety and welfare
- Offer our staff a range of training which is relevant to their induction, foundation experience and future development.

## **Management and Administration**

We know that the leadership of the home is critical to all its operations. To provide leadership of the quality required, we will be doing the following.

- Always engage as registered manager a person who is qualified, competent and experienced for the position
- Aim for a management approach which creates an open, positive and inclusive atmosphere.
- Install and operate effective quality assurance and quality monitoring systems.
- Work to accounting and financial procedures that safeguard residents' interests.
- Where requested, make arrangements for residents to receive assistance in the management of their own personal finances.
- Supervise all staff and voluntary workers regularly and carefully.
- Keep up-to-date and accurate records on all aspects of the home and its residents
- Ensure that the health, safety and welfare of residents and staff are promoted and protected.

## **The Underpinning Elements**

A series of themes underpins the aims we have relating to the rights of residents and quality care.

### **Focus on Residents**

We want everything we do in the care home to be driven by the needs, abilities and aspirations of our residents, not by what staff want, or management or any other group would desire. We recognise how easily this focus can slip and we remain vigilant to ensure that the facilities, resources, policies, activities and services of the home remain resident-led and focused.

### **Fitness of Purpose**

We are committed to achieving our stated aims and objectives and we welcome the scrutiny of our residents and their representatives.

### **Comprehensiveness**

We aim to provide a total range of care, in collaboration with all appropriate agencies, to meet the overall personal and health care needs and preferences of our residents.

## **Meeting assessed needs**

The care we provide is based on the thorough assessment of the needs and systematic, continuous planning of care for each resident in order to promote a person-centred approach

## **Quality services**

We aim for continuous improvement in the standards of training of our staff and management at all levels.

## **Facilities and services of the home**

### THE HOME'S MANAGEMENT

The persons officially registered as carrying on the business of the home are: Mr Stephen and Dr Amanda Jackson, who can be contacted via the home.

The registered home manager is Mrs Shirley Oxley who can also be contacted via the home.

### MANAGEMENT QUALIFICATIONS AND EXPERIENCE

The relevant qualifications and experience of the registered providers are as follows:

Registered Nurse	1981
Registered midwife	1983
Registered Health Visitor	1985
Registered Nurse Tutor	1990
Certificate of Education (P.E)	1990
Registered Health Visitor Tutor	1993
B.A (social sciences)	1990
M.A (education)	1993
Phd	2011
LL.B(hons)	1975
Solicitor	1983
MA	2015

The relevant qualifications and experience of the Manager are as follows:

NVQ level 5	2015
NVQ level 3	1999
Dementia Care (asset) level 2	2009
Dementia Care – Alzheimer's society	2009
Leadership and Management level 3	2009

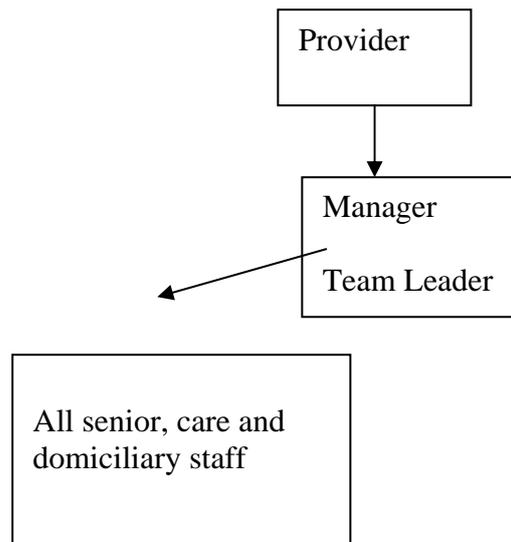
All other relevant and reflective training

### THE HOME'S STAFF

The home's total staff establishment is 19, of whom 15 have duties involving direct care for residents. The relevant qualifications and experience of the care staff are as follows.

Job position	Number of staff	Full time	Part time	Qualifications
Manager	1	1		NVQ 5
Team Leader	1	1		NVQ 3
Senior days	5	0	5	NVQ 3
Senior nights	2	2		NVQ 3
Care staff (days)	8			NVQ 3 (3) NVQ 2 (3)
Care staff (nights)	3	2	1	NVQ 3 (1) NVQ 2 (4)
Cooks	2	0	2	NVQ 2
Domestic	2	0	2	

**The organisational structure of the home, is as follows:**



There is a key-worker system in place. Shifts are divided into three within 24 hour period, 0700 – 14.00 & 14.00 – 2000 & 2000 – 0700. This ensures that residents receive as much staff consistency as possible. Arrangements for staff recruitment, training and supervision accord with the relevant national guidance and reflect robust best practice.

### **Residents accommodated**

The home provides care and accommodation for older people and those living with dementia, the home accepts residents of either gender.

### **The range of needs met**

The home provides 24 hour care, assisting our resident group in meeting their needs in terms of the daily activities of living. This includes support in meeting the following needs:

- Personalised care and support
- Mobility
- Nutrition
- Medication
- Communication
- Socialising/stimulation
- Safeguarding and safety
- Continence
- Spiritual
- Involvement
- Suitability of staff
- Quality and management

- Suitability of management

The home has a team of staff, supported by access to appropriate professionals via local health and community services and external experts to meet the full range of needs of our residential and dementia group holistically.

The home does not provide nursing care, but if required this is arranged through the local District Nurse team. Sholden Hall also offers specific techniques for those living with dementia, using the Namaste therapeutic regime.

### **Admissions**

Under government regulations such as the National Minimum Standards and Health and Social Care Act, potential residents are assessed before entering the home, this is intended to provide each resident with the best possible information on which to make an informed choice about their future and to ensure that the home can meet their needs. For potential residents who are already in touch with a KCC case manager the initial assessment will be undertaken as part of the care management process, but we also need to assure ourselves, the resident and their sponsor (s) that this particular home is suitable for them.

For potential residents who approach the home directly, appropriately trained staff will make a full assessment of need, including calling, with the resident's permission, on specialist advice and reports if necessary, taking into careful consideration the resident's right to confidentiality and data protection guidance.

The assessment will cover the range of health and social needs set out in the Department of Health guidance. All information will be treated confidentially. The assessor will also make an initial plan of care reflecting the needs of the prospective resident, based on information provided. We will provide prospective residents and their sponsors with as much information as possible about the home to help them make a decision about whether or not they want to live here. We offer the opportunity for a prospective resident to visit the home, join current residents for a meal and move in on a trial basis. We are happy for a prospective resident to involve their family, friends or other representatives in seeing the home and the care facilities we provide before making the final decision about their admission.

If we feel that the home is not suitable for a particular, person we will try to give advice on how to find alternative accommodation.

If, exceptionally, an emergency admission has to be made, we will inform the new resident within 48 hours about key aspects of the home, its rules and routines and will carry out the full information and assessment process within five days.

The home also offers day care facilities and respite care.

### **Social activities, hobbies and interest**

We make it possible for our residents to live their lives as fully as possible. In particular we do the following.

1. We aim as part of the assessment process to encourage potential residents to share with us as much information as possible about their social, cultural and leisure interests, as a basis for helping them during their period of residence in the home.
2. We try to help residents to continue to enjoy as wide a range of individual and group activities as possible, both inside and outside of the home, to carry on with existing hobbies, pursuits and relationships, and to explore new adventures and experiences. All residents are entitled to use the dining room, communal lounge, other sitting areas and circulating areas, and the grounds of the home within their safety limitations. The home has a duty of care to ensure that residents' safety remains paramount. Those residents who wish to remain in their rooms can do so whenever they like. Residents are encouraged to personalise their own rooms with small items of furniture and other possessions, and we try to follow individual preferences in matters of decoration and furnishings.
3. We have coffee mornings, cookery, parties, entertainers and the full range of Namaste therapies. We hope that friendships amongst residents will develop and that residents will enjoy being part of our community; however, there is no compulsion on a resident to join in any of the communal social activities.
4. We can arrange daily newspapers and magazines of interest; these will be charged to the resident.
5. We recognise that food and drink play an important part in the social life of the home. We try to provide a welcoming environment in the dining room and to ensure that meals are pleasant, unhurried occasions, providing opportunities for social interaction as well as nourishment. As far as possible, we encourage residents to choose where they sit in the dining room, and meals can be served in a resident's own room if desired. Three full meals are provided each day, there is a regular change and choice of menu, snacks are offered throughout the day and night. We cater for special and therapeutic diets as advised by specialist staff and as agreed in each resident's plan of care, where likes and dislikes information is gathered. Care staff are available to provide discreet, sensitive and respectful help with eating and drinking for those who require assistance. We aim to make all the food and drink we provide, attractive, appealing and appetising; we also aim to mark special occasions and festivals.
6. We try to ensure that the home is a real part of the local community, so in principle we encourage visitors to the home, with no visiting time restrictions. We also encourage visits to the home from local churches, representatives of voluntary organisations, students, school children and others. Naturally, we respect the views of residents about whom they want and do not want to see.
7. We recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some residents will wish to take some risks. Therefore, we do not aim to provide a totally risk-free

environment, although we take care to ensure that residents are not subjected to unnecessary hazards. When a resident wishes to take part in an activity which could involve risk, we will carry out a thorough risk assessment with that individual or their sponsor; we will then agree and record action (s) which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties, in the light of experience.

8. For the benefit of all residents and staff, we have designated all areas of the communal areas of the home as non-smoking. Staff have a designated smoking area at the end of the garden and residents are permitted to smoke only outside the building .e.g. in the garden.
9. We may make a charge associated with some social activities and services; where this applies, the details will be made clear to the resident or their sponsor in advance.
10. Consulting residents about the way the home operates. We aim to give residents and their sponsors an opportunity to participate in all aspects of the home. In particular, residents are regularly consulted both individually and collectively about the way the home is run. Views are ascertained through residents' and families meetings, individual consultation in areas such as menu planning, reviews of policies etc, and arrangements are in place for surveys of user satisfaction. Our objective is always to make the process of managing and running the home as transparent as possible, and to ensure that the home has an open, positive and inclusive atmosphere.
11. All of our night staff wear pyjamas whilst on duty; this is to help orientate to night and day those residents who require support, which we hope is reflected in a good night's sleep
12. We have a 'no uniform' policy; this is to enhance a family and homely atmosphere, building relationships more on trust.

### **Consultation with residents**

We try to consult residents as fully as possible about all aspects of the operation of the home and the care we provide. In particular, methods used for obtaining feedback on the services provided include anonymized resident satisfaction questionnaires, individual and group discussions, evidence from records and life plans, audits, the opportunities for residents' involvement in the formulation and revision of policies and procedures and other written documents.

### **Fire precautions, associated emergency procedures and safe working practices**

All residents are made aware of the action to be taken in the event of a fire or other emergency, and copies of the home's fire safety policy and procedures are available upon request. The home conforms to all government guidance on promoting and protecting the health, safety and welfare of our residents, staff, visitors, contractors etc.

The home also has in place a “grab and go” folder; therefore, in the event of permanent evacuation, staff are able to access emergency contact details for agencies and families, sponsors etc to assist in placing our residents in a warm, safe and comfortable environment. Families, friend etc may be asked to take home their relative who lives here with them until a longer-term solution can be made.

### **Arrangements for religious observance**

Residents who wish to practise their own religion will be given every possible help and facility within the home. In particular, we will do the following.

- We will arrange transport for residents to any local place of worship if required
- If asked, we will make contact with any local place of worship on a resident's behalf. We will usually arrange for a minister or a member of the relevant congregation to visit a resident who would like this.
- In public areas of the home we celebrate annual Christian festivals. Residents have the opportunity to partake in this if they so wish.
- Particular care will be taken to try to meet the needs of residents from minority faiths. These should be discussed with the manager prior to admission.

### **Relatives, friends and representatives**

- Residents are given every possible help to maintain their chosen links with their families and friends outside of the home, but they can also choose whom they see and when and where.
- If a resident chooses to, their friends and family are welcome to visit at any time convenient to the resident and to become involved in daily routines and activities, including joining the resident for meals.
- If a resident wishes to be represented in any dealings with the home by a nominated friend, relative, professional person or advocate, we will respect their wishes and offer all necessary facilities.
- If a resident becomes unwell, or is nearing the end of their life, they will be given the opportunity to choose where they wish to be cared for. We incorporate residents' end of life wishes in their care plans, and like to involve residents' families where at all possible. Residents are encouraged to be involved with their care for as long as they are able practically to do so. The home will ensure that their wishes are carried out whenever reasonably practical; staff will treat all residents with, dignity, empathy, kindness, a professional approach and with the utmost respect.

### **Concerns and complaints**

The staff and management of the home aim to listen to and act on the views and concerns of residents and to encourage discussion and action on issues

raised before they develop into problems and formal complaints. We therefore welcome comments and suggestions from residents, and their representatives, friends and relatives. Positive comments help us to build our success, but we can also learn from comments which are critical. We undertake to look into all comments or complaints as quickly as possible and to provide a satisfactory response.

Anyone who feels dissatisfied with any aspect of the home should, in the first instance, raise the matter with a responsible member of staff. It may be that the staff member can take immediate action to respond, and if appropriate, apologise. If the complainant feels uncomfortable about raising the behaviour of a particular member of staff with the individual directly, they should approach someone more senior. Any staff member receiving a complaint about themselves or colleague will try to resolve the matter as quickly as possible.

If anyone who is dissatisfied with any aspect of the home feels that when they raised the matter informally it was not dealt with to their satisfaction or they are not comfortable with the idea of dealing with the matter on an informal basis, they should inform the manager of the home that they wish to make a formal complaint. The manager will then make arrangements to handle the complaint personally or will nominate a senior person for the task.

The person who is handling the complaint will interview the complainant and will either set down the details in writing or provide the complaint form for them to do so. The written record of complaint must be signed by the complainant, who will be provided with a copy, together with the written acknowledgement that the complaint is being processed, outlining the timescale for responding. The person handling the complaint will then investigate the matter, interviewing any appropriate staff. If it is necessary to interview other residents or anyone else, the complainant's permission will be sought. Complaints will be dealt with confidentially and only those who have a need to know will be informed about the complaint or the investigation. The investigation will be completed within 28 days unless there are exceptional circumstances, which will be explained to the complainant. As soon as possible the person investigating the complaint will report back to the complainant, explaining what they have found and providing them with a written copy of their report.

The person who investigates the complaint will initiate any action which needs to be taken in response to their findings, will inform the complainant about any action, and will apologise or arrange an apology if that is appropriate.

### **Resident's plan of care**

At the time of a new resident's admission into the home, we work with the resident and their sponsor (s) to draw up a written plan of the care that we aim to provide. The plan sets out the objectives for the care and how we hope to achieve these objectives, and incorporates any necessary risk assessments. Once a month the resident's key or co worker will review with the resident their care plan, setting out whatever changes have occurred and need to occur in the future. From time to time, future assessments of some elements

of the resident's needs are required to ensure that the care we are providing is relevant in helping the resident achieve their full potential. Every resident has access to their plan of care and is encouraged to participate as fully as possible in their care planning process. Personal care plans reflect enrichment, person centred care and the person's past life's, goals and wishes for the futures and areas of support.

### Rooms in the home

The home has 22 rooms for residents, of which 17 are for single occupancy. The home is a Grade II\* listed, Victorian property with a more modern extension. Over time the required standards in terms of registration have continuously been reviewed. The total area of a room is one of the key input measures assessed by inspection and registration unit prior to an inspection. The generally accepted size for single accommodation is 10 square metres. The following table demonstrates the range of accommodation within the care home.

Floor	Rooms	En suite	<10m2	10-12m2	>12m2	>16m2
Ground	8	7	0	5	1	2
First	14	7	0	7	4	3
Total	22	14	0	12	5	5

Assisted bathroom	Non assisted bathroom	Unassisted shower room
2	1	1
Communal space	Area m2	
Conservatory	25.3	
Lounge/dinner 1	48.6	
Lounge/dinner 2	44.0	

Each room is comfortably furnished to meet the required standards of registration. Residents may if they wish bring some of their suitable furniture with them to ensure the accommodation reflects their personal choice. The home possesses a range of aids/equipment to assist in meeting the needs of residents, including a chair lift, passenger lift which accommodates a wheelchair, mechanical hoist, slide sheets, standing belt, transfer boards, bath hoists, raised seats, commodes, and a nurse call system in each room

### Therapeutic techniques

In addition to Namaste therapies the home can arrange appropriate therapeutic techniques according to need.

### Privacy and dignity

The home places a high value on respecting the privacy and dignity of residents. The detailed measures we take are set out in the paragraphs

headed, respectively, "Privacy" and "Dignity" at the beginning of this document.

**Review of this document**

We keep this document under regular review and would welcome comments from residents and others.

Signed:

---

Date: February 2016

Review date: February 2017