



STATEMENT OF PURPOSE

Carers Trust Crossroads Sir Gâr is a registered charity providing information, advice and support to carers of individuals who have care and support needs. A member of the Carers Trust Wales Network, we provide both regulated and non-regulated support needs with the aim of ensuring that carers are supported to have a life alongside caring. This Statement of Purpose has been compiled as set out in the regulations and information is given to prospective parents, orally and in writing, about the service provided so that they are able to make an informed choice on behalf of their child.

Aims & Objectives

To provide supported play opportunities for children & young people with complex needs, learning disabilities and autism aged 12-19 years whilst also providing their carers, including siblings, with a break from their caring responsibilities. Our children & young people's clubs have been developed with the local authority and parent representatives to ensure that they are accessible, affordable and provide childcare for parents and play opportunities for disabled children that is equal to the same opportunities as their peers.

Facilities available

The club is situated in the grounds of Queen Elizabeth High School, Carmarthen in a purpose-built building for children with complex needs, learning disability and autism. Safety is promoted within the setting and children are always supervised. We have use of a large, bright main hall for fun activities, games and indoor sports. The room leads directly out to the bright hallway leading on to Dosbarth Llansteffan, Dosbarth Dryslwyn, External Canolfan Elfed play area, Care Room and the Flat. There are a suitable number of accessible toilets available for use by the children attending and a separate toilet for use by staff. There is a secure outdoor area with safety flooring – this will be used for games & sports. Photographs of the areas accessed by the club will be included in the Club Welcome Pack.

Activities offered

We will provide a range of activities at each of our clubs to include: arts & crafts, messy play, games, outdoor play and sports. We will tailor each activity to meet the needs of the child and support will be provided to help with participation. Children will be encouraged and supported to participate in the planning and evaluation of all aspects of the club including the activities timetable.

Opening Times & Routines

The holiday club is open Monday-Friday between 8am and 6pm during Easter (6 sessions per annum) and Summer holidays (20 sessions per annum). We close all bank holidays. The after-school club is open every Thursday between 3pm and 6pm during term-time (29 sessions per annum).

Each session has the following routine:

09.30	Staff begin work and set up club ready for children's arrival
10.00	Staff go to nominated collection point to meet children and escort to Club
10.10	Children arrive. Complete daily attendance register
10.30	Group activity – as detailed in club timetable
All day	Structured and free play
12:15	Lunch
All day	Structured and free play
15:00	Snack time – taking heed of any individual needs
16.00	All children collected
16.10	Club closes, staff tidy up and put toys away
16.30	Staff finish work

Parents/carers may arrive to collect their children at any time, up to 16.00.

A full visual timetable will be included in the Club Welcome Pack to include details of planned activities. Parents will be provided with a daily visual timetable in advance for each session their child is booked to attend – this will enable them to familiarise their child with planned activities for the day.

The offer

We will provide the following out-of-school provision at Heol Goffa:

- Easter club to be held between 8am and 6pm during school Easter holidays (6 sessions per annum) for up to 24 girls and boys aged 5-19 years
- Summer club to be held over 4 weeks between 8am and 6pm Mon-Fri (20 sessions per annum) for up to 24 girls and boys aged 5-19 years
- After-school club to be held between 3pm and 6pm during term time (29 sessions per annum) for up to 24 girls and boys aged 5-19 years.

Provision of personal care and support

When a referral for the club is received, a care planner / assessor will carry out an initial assessment using the Children's Referral and Assessment Form **(CT.02)**. This forms part of the risk assessment processed agreed with our insurers and must be completed, even if the child's needs have already been assessed by another professional.

When carrying out the initial assessment the care planner / assessor will:

- identify with the child concern and involve them in discussions to the maximum possible extent
- work in partnership with the child with care needs, their parents and any relevant others (e.g. school staff) as appropriate, to discuss and identify their individual needs, personal priorities, preferences and desired outcomes
- address the child's needs holistically, including not only their personal care requirements, but also their practical, emotional, social, cultural and spiritual needs
- explain the person's choices to them (as appropriate), in a way they can understand
- carry out the necessary risk assessments which will include:
 - a general risk assessment **(FT.02a)**
 - a safe handling risk assessment **(FT.03a)** as required
 - a behaviour management risk assessment **(FT.21)** as required.
- Consult with relevant health and social care professionals as appropriate.

The care planner / assessor will complete the Children's Care Practice Specialist Tasks **(CT.05)** if it is identified that the child has specialist care and support needs.

Reviews will take place within 6 weeks of the start of the service, or sooner if a need is identified, so that any required changes or improvements to the care and support plan can be promptly identified and quickly addressed. The care planner / assessor will complete the Children's Review Form **(CT.04)** and update the original care and support plan.

Staffing

Carers Trust Crossroads Sir Gâr is a registered charity that is governed by a board of volunteer trustees. The charity strives for the highest standards of governance to meet all legal and regulatory requirements. As a network partner of Carers Trust, we work within a framework of national policies and procedures to ensure that the duty of care we owe to service users, carers and colleagues underpins service delivery.

Our Children & Young People Support Workers will be suitably skilled & qualified to support the needs of children and young people attending our clubs. We will ensure that the range of needs of relevant children are met by undertaking a holistic care and support assessment

We have a robust Autonomy and Independence Policy **(D.08)** which is used as part of the planning of services with a service user.

All care staff will be trained to carry out the basic tasks listed and where they are required to perform a specialised task, they will receive client-specific training delivered by a professional with the necessary skills, knowledge, competence and experience.

Basic tasks include:

- Assistance with management of continence of bladder and bowel including:
 - The promotion of continence
 - The use of continence aids such as pads, convenes / sheaths.
- Assistance with mobility and transfers, including the use of equipment such as walking aids, wheelchairs and hoists
- Assistance with oral feeding, monitoring of food / fluid intake
- General support with and administration of medication, including:
 - Taking tablets, capsules, oral mixtures
 - Applying a medicated cream / ointment / lotion
 - Applying a transdermal patch
 - Inserting drops to ear, nose or eye
 - Sub-lingual medication
 - Administering inhaled medication via inhalers and spacers.
- Ensuring a safe environment
- Supporting people with care needs outside their home
- Assistance with appliances (e.g. hearing aids, spectacles, artificial limbs)
- Basic first aid (including basic life support) and summoning emergency services
- Emergency treatment of anaphylactic shock using an auto-injector (e.g. EpiPen).

Specialist tasks include:

- Assisting with artificial feeding, including, for example the use of:
 - Percutaneous endoscopic gastronomy (PEG)
 - Nasogastric tube
- Simple sterile dressing technique, including application of dressings to pressure sores
- Administration of medication by specialised techniques, including PEG and buccal medication

Model protocols are available for the following specialist tasks:

- Administration of insulin via auto-injector / jet injector **(DT.06)**
- Administration of apomorphine via auto-injector (for example APO-go pen) **(BT.11)**
- Administration of buccal midazolam **(DT.08)**

Language(s) used and communication needs of children using the service

The main languages of the clubs are English & Welsh. Staff will also be trained in other communication methods including 'Sign-a-long'. We will endeavour to communicate with the children and parents using their communication method of choice. The care planner / assessor will have identified at initial assessment how the child with care needs most effectively communicates. They will seek to establish how the child indicates agreement, refusal, happiness, unhappiness, pain or distress. Individual methods of effective communication will be document in each child's one-page profile as well as their care and support plan.

Please refer to our 'Accessible communication guidelines' document (**DT.12**) for further information on communication and the Accessible Information Standards regarding those who have specific communication needs.

Terms & Conditions

The terms and conditions for using the clubs are set out in the Parent Pack, Policies and Procedures and our Parent Club Contract / Registration Form which include fees, booking arrangements and notice of termination. A Parent Club Contract / Registration Form must be completed before a child can attend club.

Admissions Policy

The club is open to any child attending Canolfan Elfed, Queen Elizabeth High School or any other school if they have complex needs, learning disability or autism and are unable to access other holiday provision/mainstream clubs. An admissions policy is available on request.

Compliments, complaints and concerns

We aim to be a high quality, responsive and user-led service and welcome compliments, complaints and concerns. We welcome every opportunity to monitor and improve our service and have a Compliments and Complaints policy with a clear procedure for resolving complaints. Compliments and complaints are recorded for monitoring purposes to influence our organisational and service development and to inform our quality assurance programme. We continually monitor standards to ensure that we meet our internal quality audit and the standards set by Care Inspectorate Wales (CIW).

A copy of our Compliments and Complaints policy will be included in the Parent Pack along with contact details for our Complaints Manager.

Arrangements for Dealing with an Emergency

The club has comprehensive emergency procedures. Details can be found in the Parent Pack, Parent Club Contract / Registration Form or Fire and Emergency Policy. If for any reason we need to make urgent decisions (e.g. inclement weather, no water, all staff off sick) the Club Coordinator will contact the Service Development Manager to discuss the options and parents will be informed as soon as possible.

Policies, Procedures & Operational Plan

Club Policies, Procedures and Operational Plan are reviewed and updated as necessary and are available for parents to read on request. Please ask the Club Coordinator if you wish to read any of these documents.

Animals

There are no animals kept on the premises however, we may invite organisations in to deliver workshops that may introduce children to a variety of living things. Permission from parents will be obtained before workshops are held.

Contact information

Service Provider	Carers Trust Crossroads Sir Gâr
Legal Entity	Limited by guarantee Charitable Trust
Charity Number	1121666
Company Number	6199277
Responsible Individual	Mrs. Helen Nicholls Chairperson Board of Directors/Trustees
Manager of the service	Kelly Harding
Name of organisation	Carers Trust Crossroads Sir Gâr
Club address	Canolfan Elfed Queen Elizabeth High School Llansteffan Road Johnstown Carmarthen SA31 3NL
Club telephone	TBC
Registered office	Suite 11, 2 nd Floor West, Ty Myrddin, Old Station Road, Carmarthen Carmarthenshire SA31 1LP. Tel: 01267 220046 Unit 3 The Palms, 96 Queen Victoria Road, Llanelli SA15 2TH. Tel: 01554 754957

This Statement of Purpose is reviewed and updated as necessary and/or in line of any changes in regulations. Any changes to the services are notified to CIW and parent carers.