



# **PROGRESS**

## **NIGHTINGALE HOUSE STATEMENT OF PURPOSE**

**September 2018**



## **Ethos and Philosophy**

Nightingale House is a historic Victorian property in the heart of Derby City which has been lovingly restored to provide residential services for Young Adults with Acquired Brain injuries and Complex Health needs. The home is part of an expanding residential portfolio from Progress Care Solutions; a leading care provider of Progress Adult Residential Services (PARS).

Nightingale House is accessible to all the local amenities with the INTU shopping centre only five minutes away and convenient for local public transport links with both the train and bus station only fifteen minutes' walk away from the service.

The house has been recently restored to a high standard to provide a homely environment focusing on meeting the needs of each individual by enabling them to maximise their independence. The home will provide services 24 hours a day 365 days a year and will have appropriate on call and a management process in place to support the service.

The setting will provide a high ratio of professionally skilled and experienced staff carefully matched to meet the needs of each Young Adult.

The home has been purposefully restored to a very high standard in line with care standards set out in the Dept. of Health Guidance Care Homes for Adults (18-65).

The aim of Nightingale House is to provide a bespoke Person Centred self-directed service focusing on promoting choice and independence for each individual. Our emphasis is on creating a better quality of life for people with disabilities by providing planned holistic services to suit the needs of each individual and support their personal growth and independence.

## **Aims and Objectives**

- To provide high standards of care and support
- To provide a consistent team of support workers to meet the individual needs of the Young Adults
- To work flexibly with the individual to enable them to lead a full and active life as a part of the community
- To encourage individual's to develop their social networks
- To encourage the young people/adults to understand how to live independently
- To promote a safe and stimulating environment
- To utilise 'assistive technologies' to enable greater independence
- To promote and encourage future life opportunities
- To provide a service that encompasses our organisational core values of care, trust, respect and Progress.



## The Nature of the service

At Progress, we believe that the support that is received should be provided by a consistent group of people thus enabling the development of trusting relationships between the young people, their circle of support and significant others. Each Support Worker is highly trained in delivering personal care and support to the individual. In all areas of support provided by our Support Workers, the primary focus is on enabling the Young Adult to self-manage and develop their own skills to promote growth and independence. A dedicated team of Support Workers are assigned to each individual forming a support team around the Young Adult and working directly with them to set developmental targets for their future and follow clear outcome based support interactions. Each package of support is regularly reviewed between the support team, the individual and their circle of support, significant others, to monitor progress and identify any changes necessary to the individual support plan.

The areas of support required by the individual are varied and depending on the individual needs, areas of support can include:

- Personal and intimate care and support
- Invasive care
- Assistance with administering medication
- Support with managing appearance
- Maintaining routine health and hygiene
- Support accessing day centres, further education and employment
- Support with managing finances and to develop budgeting skills
- Helping keep Young Adults safe
- Teaching skills fundamental to independent living
- Enabling individuals to enjoy and achieve through specific planned activities tailored to the needs of each adult or Young Adult.
- 24 hour On call support

PARS intention is to work with each individual in sourcing education, employment and leisure activity opportunities in the community, staff will be available to support each individual towards their goals and aspirations. Each Young Adult will be supported to develop a meaningful and structured daily and weekly activity schedule which will support their personal development, goals and aspirations, whilst ensuring each person has choice and a variety of opportunities.

Here at Nightingale House, we are committed to ensuring that all the young adults that live here and come for short break stays here, actively participate in social and leisure activities. These must be accessible and culturally appropriate, meeting the individual's needs. The young adults have access to a wide range of local resources within the local community, including discos, visiting restaurants, shopping, local parks, theme parks, swimming, cinema, theatre, football, bowling and any individual skill or talent that the individual shows an interest in.

PARS believe that a young adult's cultural and religious background is fundamental to their identity so we feel that it is important that this is encouraged and maintained. Here at Nightingale House, we respect all religious denominations and young adults are encouraged to practice their religious beliefs. We can support this by ensuring appropriate arrangements are made so the young adult is able to attend a place or worship or a religious event. We follow the cultural and religious rituals in preparation of food for the young adult if required.

PARS is registered with CQC, with the appropriate regulated activity in place with a registered manager in post. We will work alongside and in conjunction with them to ensure that all relevant standards are met and that the young people/adults living at the service are supported to develop and maintain their independence skills. PARS will provide a warm and welcoming environment for



everyone who lives and comes to stay at Nightingale House, following a Person Centred Care and Support approach.

Each young adult's health care needs will be fully met and we will work in collaboration with external health care professionals. We ensure that all young adults are supported to have their voice heard and ensure all of their needs are met on an individual basis.

We hold young adults meetings on a regular basis which are supported and documented by the staff team. The young adults are encouraged to express their wishes and discuss future activities and menus. For those with severe and profound learning difficulties, we are able to establish the young adult's likes and dislikes through observation and discussion with significant people and advocate on their behalf enabling them to achieve their full potential in life.

Due to the nature of the young adults being supported at Nightingale House it is, on occasions, necessary to use a monitor in their bedroom. This may be in the form of acoustic monitoring or a visual monitor, but this will be dependent on the adults needs, e.g. for epileptic or asthmatics, to safeguard from any potential health risks. The reasons for surveillance will be identified in the young adults Person Centred Care and Support plan, and will also be in agreement with the placing authority and parents/carers where necessary with consents being maintained.

### **Control Restraint and Discipline**

PARS train all staff in the use of physical intervention. We take a pro-active stance on the management of behaviours and physical intervention is used only as a last resort.

Any adult that may require physical restraint intervention must be discussed with the placing authority and outlined and agreed in the support plan. Staff will be required to undergo training for the use of specific intervention appropriate to the individual. Regular monitoring will be used to record all physical interventions and will be reviewed regularly by the manager.



## Client Group

Nightingale House offers medium to long term residential placements for young people/adults between the ages of 17-25 with the view to accepting young adults who are in the stages of transition from 17 years old onwards and also goals of achieving greater independence with supported living but also recognise that other individuals will require our long term support and a permanent placement up to the age of 65.

The service will provide for individuals who have Acquired Brain injuries and complex health needs who require 24 hour specialist care and support.

The home will provide accommodation for up to eight young people/adults in the form of residential placements and four short breaks bedrooms. The home comprises of 8 bedrooms with en-suite facilities with shower/wet rooms suitable for wheelchair access and 4 rooms with shared bathroom facilities that will be offered for short break placements.

The home is wheelchair accessible, set on two levels with an automatic lift that is designed to encompass the space needed for wheelchair accessibility and platform lifts on the upper floor to enable full access of all areas of the home.

For our long term placements each room will be personalised to the wishes of the young adult, including the furniture they would like in their rooms. They are also able to have lockable storage in their own room to keep their own possessions.

The minimum staffing levels in the home, is three care staff based on 6 young adults requiring 1:3 support. There will be a minimum of 1:3 ratio of staff to young adults, when the young adults are present in the home and during waking hours. This may be more depending upon the needs of the young adult but this will be specified in the young adult's individual plan.



## Referral Process and Arrangements

PARS will endeavour at all times to ensure our referral process takes into consideration the needs and wellbeing of current Young Adults.

Nightingale House will accept referrals from any local authority in the country. A referral may be made by the Young Adult's family or carers but this must be supported by the involvement of a local authority social worker/care manager.

PARS will request pre-assessment information, this will allow us to ensure we are able to carry out full assessments on Young Adults who meet the service criteria and that may be a suitable fit with existing Young Adults.

Once the referral has gone through the pre-assessment process and PARS believe they could provide a service, Young Adults and their significant others will be provided with opportunity to visit the service.

PARS will make arrangement with the Young Adult to carry out a full assessment of support needs this assessment with the permission of the Young Adult will be held with their social worker/care manager, and any other significant person, such as a guardian or advocate. The purpose of this meeting is to assess the individual's support needs and provide PARS with a good understanding of the Young Adult's goals and aspirations. PARS will provide the Young Adult and significant others with a clear understanding of the service available at Nightingale House and how the support will be tailored to meet each individual's needs. PARS has an easy read guide to Nightingale House which also encompasses the Young Adult contract and complaints procedure, all referrals will be provided with this document at the initial meeting stage.

Prior to any placement PARS will carry out an impact assessment which will focus on the impact a move may have on the individual referred and the people living in the service. Following this assessment we can structure support towards a positive outcome for all. PARS will also ensure that people placed within Nightingale House have the appropriate level of staff intervention to meet each individual's needs, the staffing needs of new Young Adults will not affect the service provided to existing Young Adults.

Appropriate periods of transition will be arranged with the Young Adult and implemented in a person centred approach, taking into account the needs of all Young Adults. Each person and their significant others will have opportunities to spend time at the home therefore allowing them an opportunity to get to know the service, existing Young Adults, and vice versa. Each Young Adult who enters Nightingale House will be supported to have a person centred individual plan, that outlines the key areas of support and assistance towards each individual's chosen goals and aspirations to ensure that each Young Adult's journey is individual and tailored made to them. PARS will undertake risk assessments to enable appropriate management/support plans for each Young Adult's care/support needs are in place, whilst allowing each individual maximum opportunity for involvement and self-development towards a successful transition into adulthood and greater independence. The Individual support plan is designed by the Young Adult (where appropriate), the support team, home manager and any other significant persons.

Once the Young Adult has moved to Nightingale House they are given the opportunity to be matched with support workers who are identified as their core team. This group of individuals work together to ensure each Young Adult has a structured routine which meets their individual needs. The individual's support plan will be reviewed by the group every month for the first 3 months and quarterly thereafter.

PARS will support each person to look at opportunities available towards self-development and transition into adulthood. Once the Young Adult has been supported to meet all their desired outcomes, and they are ready to transition from Nightingale House, PARS will support each individual to develop a support plan which identifies a transition into alternative accommodation or



service. Progress will work collaboratively with the placing authority on proactively developing individual leaving care plans for Young Adults, which highlight each person goals and aspirations for transition their future support needs and how they will be supported towards this.

An annual review and re-assessment of needs will take place, following a support package being agreed.

If there are complex needs then the Manager will ensure that the staff are competent and trained in a specialist area, for example; Epilepsy. Prior to admission, if an adult has a profound disability or complex health needs, then a detailed health assessment will be required. Should a placement require specialist health care support in specific areas, the manager will ensure the staff are given the necessary training prior to placement. Prior to admission, if an adult has a profound disability or complex health needs the following will be required: thorough information about the individual, their detailed health assessments and written confirmation from the placement authorities that they are responsible for any health cost incurred by the authority that the home is situated in whilst in placement.

The registered manager of the home is to ensure that all case files and confidential documents in respect of the adult are returned to the placing authority at the end of the placement at Nightingale House. An end of placement form is to be completed and signed by the adult's social worker and acknowledgement receipt of the file to be kept at head office record archives.

PARS will work with the local authority and the Young Adult's representatives to ensure that the funding arrangements are in place to pay for the services which are to be provided.

PARS will ensure that the staff are adequately trained and supported to meet the individual needs of the Young Adult, with regular supervision, support and appraisal systems in place for the staff. PARS will also take responsibility for ensuring that all statutory checks are maintained for each Support Worker. Our safeguarding policies and procedures are adhered to and staff have access to training and information on any updates, to ensure that the young adults we are supporting are properly safeguarded.

Nightingale House will only support Young Adults who meet our registration requirement; these include a range of disabilities, Acquired Brain injury, physical disabilities, Autism, hearing and sensory impairment, those adults with specific invasive care needs, severe disability and complex health care.

Should any difficulties arise at any time; the individual or any member of the support team can call a review which will be held with 72 hours or within 24 hours in an emergency.





## Short Breaks

Nightingale House can also offer short breaks placements for adults aged 17-25 years, with a view to accepting young adults who are in the stages of transition from 17 years old onwards. We aim to provide a specialist service for young people/adults with a range of disabilities and complex care needs. Our referral process for short breaks follows the same process as for permanent placements.

We at Progress Adult Residential Services acknowledge that our short breaks service must be seen as part of a continuum of care experience available to young people/adults. We hold the expectation that the adults in our care will experience the need for change and will make the gains in personal growth necessary to initiate purposeful development allowing them to live and function constructively within the community.

We are committed to such expectations and we believe that it is through the forging of meaningful relationships, that such positive objectives are achieved.

This service can range from one overnight stay or a week's stay at the service.

Progress Adult Residential Services will not admit any person already at the age of 25 into the short breaks provision.

If there are complex needs then the Manager will ensure that the staff are competent and trained in a specialist area, for example; Epilepsy. Prior to admission, if a Young Adult/adult has a profound disability or complex health needs, then a detailed health assessment will be required.

Nightingale House will only place young people/ adults who meet our registration requirement; these include a range of disabilities, learning difficulties, physical disabilities, Autism, hearing and sensory impairment, those adults with specific invasive care needs, severe disability and complex health care.

During the short break stay it is our aim to:

- Provide a pleasant welcoming environment.
- Consider the wishes of the adult in relation to what activity they would like to participate in and ensure age appropriate leisure activities are organised.
- Support social networking and development of friendships.
- Promote choice and independence through effective communication systems.
- Give confidence to parents/carers that they can trust our service delivery thus enabling them to take a break from their caring responsibilities.





## **Anti-discriminatory practice**

Progress Adult Residential Services is committed to operating an anti-racist policy. It acknowledges that racism is currently endemic within our society, that this situation is, oppressive and destructive, and that everybody has a responsibility to challenge wherever it manifests. We accept the importance of struggling against racism, and of transforming social work practice in directions which promote people's welfare and empower Young Adults.

Anti-racist practice is the responsibility of all of our employees. We aim to have a staff team that reflects the mix of ethnic minorities within contemporary society.

We are dedicated to ensuring that the Young Adult feels safe and welcome within the home and the welfare of the adult is of primary importance and the adults views should be listened to.

We recognise that people from different ethnic groups have particular care needs. We also recognise that each individual will have differing needs. Some Young Adults will require advice, assistance and support to look at issues surrounding their particular history and experiences. This is the responsibility of all members of staff.

## **Comments and Complaints**

We welcome any form of comments, complaints or suggestions that will enable us to reflect on our working practices and enhance the development of our services.

PARS will support and implement any suggested communication systems with Young Adults and their significant others which will allow for a positive and supportive relationship.

PARS have an appropriate complaints procedure that staff will follow should this be necessary. This is briefly detailed below.

A self-explanatory complaints leaflet is available to all at request through the registered manager and will be given to all parties at the onset of a new contract.

Any initial complaints should be made informally to the Deputy Manager or Team Leader; we will endeavour to resolve most complaints at this stage.

If the matter is unresolved, complaints should be made in writing to the Registered Manager who may instruct an independent complaints investigator to pursue the case. The complainant will receive notification that this has been done within 3 working days. A formal response to this will be made to the complainant within 28 days.

The responsible authority will monitor all complaints made against the home. A complaint logbook will be maintained for each support contract, this will be held at the registered office.

If any complaint which is made has not been handled satisfactorily, please contact:

Care Quality Commission  
Telephone: 03000 616161  
Email: [enquiries@cqc.org.uk](mailto:enquiries@cqc.org.uk)  
CQC National Correspondence  
PO Box 1258  
Newcastle upon Tyne  
NE99 5AU



## **Emergency Precautions**

There is a clear exit plan in case of any form of emergency that may occur at the home. Fire alarms are tested weekly and full evacuation/fire drills are carried out at least 4 times per year. All tests are recorded in the fire logbook. Nightingale House complies with all regulations on fire, health and safety with the appropriate organisations. All staff are required to undertake training as part of their induction on emergency procedures of the home.

## **Quality Assurance**

The Registered Manager will monitor the standards of assistance being provided to each Young Adult through regular reviews, supervision and feedback from each individual.



## Staffing Structure

### Registered Provider

The person registered with the Care Quality Commission as the registered provider for Progress Adult Living Service is:

Balwinder Kaur Dhanoa  
Progress House  
127 Millfields Road  
Wolverhampton  
WV4 6JG

The Registered Provider Mrs Bal. Dhanoa is a qualified senior social work practitioner B.A (Hons), Dip SW / DipHE. Bal has over twenty years' experience of working within statutory, voluntary and independent sector at various levels as senior practitioner, management, consultancy and training, predominantly with children and families, domestic violence, youth work, fostering and shared care, specialising with disabled children and adults.

### Regional Operations Manager

The manager is supported and supervised by Tyrell Simpson, Regional Operation's manager, who is a qualified Social Worker, Practice Teacher and HCPC registered. Tyrell has over 20 years' experience in Social Care within Children's services in both the Local Authority and Private sectors. Tyrell has held posts at both management and Improvement consultant levels with considerable experience of managing Residential Services for children, Short-breaks for children at the edge of care, young people with disabilities and complex needs, leaving care and secure accommodation service provisions.

Tyrell also has experience of training. Lecturing at Keele University and implementing change of the Social Pedagogy pilot within Staffordshire County Council residential services.

### Registered Manager

The person registered with the Care Quality Commission as the registered manager for Nightingale House is:

Jacqueline Beer  
Nightingale House, 117A London Road, Derby, Derbyshire, DE1 2RE

Jacqueline has an NVQ Level 4 in Health and Social Care as well as an NVQ Level 4 Registered Manager's award. Jacqueline has over 20 years' experience in the care sector, with 15 of these as a manager. Jacqueline has worked her way up the career ladder starting out as a care assistant and then going on to a support worker role and onto management roles. Jacqueline has managed supported living services and registered care homes. Jacqueline has experience with a range of different disabilities including autism, challenging behaviours and complex health needs.



## Deputy Manager

The Deputy Manager at Nightingale House is Lavinia Badoo. Lavinia holds her Level 5 in Health and Social Care and has over 20 years' experience in the care sector, with 4 years of these as a deputy manager of a dementia service. Lavinia has a range of experiences with adults with dementia, young people with learning disabilities, working in the community and also in adult nursing environments.

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1	7 <sup>th</sup> October 2015	Toby Sturgess
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3	5 <sup>th</sup> May 2016	Toby Sturgess
4	5 <sup>th</sup> January 2017	Toby Sturgess
5	3 <sup>rd</sup> October 2017	Chantelle Bateman (Age change)
6	November 2017	Chantelle (Manager change)
7	June 2018	Claire Rogers
8	23 <sup>rd</sup> August 2018	Jacqueline Beer (Reviewed, updated, age change & added deputy manager details)
9	20 <sup>th</sup> September 2018	Jacqueline Beer – Age changed