

## STATEMENT OF PURPOSE - PART TWO - SERVICE SPECIFIC INFORMATION

*Printed copies are for reference only. Please refer to electronic copy for most recent information.*

**Reviewed: 23-07-20204 | Eiohnn MacLeod | Head of Operations**

This document is Part Two of the Statement of Purpose. The information in this document is completed by the Manager and accompanies the [STATEMENT OF PURPOSE - PART ONE](#).

A copy of this document will be made available on request. Managers of registered services will also ensure that the relevant regulator and service users or their representatives are notified of any material changes to the Statement of Purpose within 28 days.

**Praxis Care: Beechcote Supported Living Service (BCSLs)**



## **1 AIMS OF BEEHCOTE SUPPORTED LIVING (BCSLs)**

The service will provide appropriate quality care and/or support to individuals with a Learning Disability who are assessed as requiring this input to enable them to live as independently as possible in their own community.

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## **2 FACILITIES AND SERVICES**

### **2.1 Service Management**

The person carrying out the business of the service is:

**Mr. Greer Wilson | Director of Care (NI)**

Praxis Care Head Office  
25-31 Lisburn Road  
BELFAST  
BT9 7AA  
Co. Antrim  
Northern Ireland

The person managing the service at a local level is

**Mrs. Sharon Livingstone | Services (Registered) Manager**

Praxis Care Portadown LD Services  
Beechcote SLS  
15 Beechcote Avenue  
Portadown  
CRAIGAVON  
BT63 5DG

**Mrs Jamie McGurk | Assistant Service Manager**

Praxis Care Portadown LD Services  
Beechcote SLS  
15 Beechcote Avenue  
Portadown  
CRAIGAVON  
BT63 5DG

*Who is responsible to...*

**Mr. Eiohnn MacLeod | Head of Operations**

Praxis Care Head Office  
25-31 Lisburn Road  
BELFAST  
BT9 7AA  
Co. Antrim  
Northern Ireland

*Who is responsible to...*

**Mrs. Deirdre Carr | Regional Director of Care (NI)**

Praxis Care Head Office  
25-31 Lisburn Road  
BELFAST  
BT9 7AA  
Co. Antrim  
Northern Ireland

## 2.2 Management Qualification and Experience

The relevant qualification and experience of the person carrying out the business of the service are as follows:

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### **Greer Wilson - Director of Care (NI) (incoming)**

Greer is a qualified social worker who has worked directly with service users in children's services, elderly and dementia services, learning and physical disability services and complex needs.

Greer joined Praxis Care in September 2019 as Director of Care, Operations and Development after working for the South Eastern Health and Social Care Trust for 20 years. Most recently, this included eight years as a senior manager with responsibility for learning and physical disability services, care management, day care settings and supported living schemes.

#### Education

Bachelor of Arts: Childhood and Youth Studies (2:1), 2005 - Open University

Bachelor of Arts: Social Work (2:1), 2006 - University of Lincoln - Lincoln  
Certificate: Managing Care, 2005 - Open University

The relevant qualifications and experience of **Sharon Livingstone Service Manager** are as follows:

### **EDUCATIONAL QUALIFICATIONS**

1994- 1996	HND Care Management Practice
1996- 1998	BA (Hons) Learning Disability
1998- 1999	Diploma in Social Work
2004	D32 and D33 Assessors Award NVQ
2006	Post Qualifying Award
2006	Practice Teachers Award
2008	Certificate in Management.
2009	IV AWARD NVQ

### **EMPLOYMENT HISTORY**

1999 – 2000	Residential Social Worker, Marmion Children’s Home, Belfast
2000 – 2005	Residential Team Leader, Forest Lodge
2005 – To date	Residential Manager, Forest Lodge & Beehcote SLS

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The relevant qualifications and experience of **Jamie McGurk , Assistant Service Manager (temporary)** are as follows:-

### **EDUCATIONAL QUALIFICATIONS**

2002- 2006	BA (Hons) Modern and Contemporary History 2:2 University of Ulster
2010 – 2014	BSC (Hons) Social work 2:1 University of Ulster

### **EMPLOYMENT HISTORY**

2014- 2017	Support worker, Praxis Care, Locke House Supported Living
2017-2020	Residential Team Leader, Praxis Care, Forest Lodge
2020 – 2024	Day Service Team Leader, Praxis Care, Lurgan Road Day Service
2024 – To date	Assistant Service Manager, Praxis Care Forest Lodge Residential Care Homes and Beehcote Supported Living Service

The relevant qualifications and experience of **Eioghnn MacLeod Head of Operations** are as follows:

Support Worker – SCNI – 5 years – Homeless Services  
Adult Support Worker/Transition – SEHSCT – 7 years – Adult Disability Services  
Senior Support Worker – Turning Point Scotland – 2 Years – Harm Reduction (Heroin & Methadone Support)  
Team Leader – Inspire – 5 years – Mental Health & Learning Disability  
Area Service Manager – Triangle Housing Association – 3 Years – Learning Disability  
Registered Manager then (Registered Services Manager) – Positive Futures – 3months (2years) – Learning Disability

QCF Level 5 Leadership H&SC (Adults Management)  
QCF Level 5 Leadership H&SC (Adults Residential)  
QCF Level 3 H&SC  
IOSH Managing Safety  
Diploma: Social and Biological Sciences

**STAFF**

The staffing structure of the service is as follows:

<b>Service Manager</b> [39.00] x1 FTE (12/00hrs p/week Beehcote)		<b>Assistant Manager</b> [39.00] x1 FTE (12.00hrs p/week Beehcote)	
<b>Team Leader</b>	<b>Support Worker</b>	<b>Operational Staff</b>	
3x [39.00] FTE	15x [39.00] FTE	<b>Administrator</b> [7.00]	

The relevant qualifications and experience of the staff groups are as follows:

**SUPPORT WORKERS**

- Undertaken essential training for role
- Work towards/have attained QCF Level 2-3

**TEAM LEADERS**

- Minimum x2 years paid care/support experience
- Have attained minimum of QCF Level 3
- Working towards attainment of QCF Level 5
- Recognised qualification in Nursing, Social Work, Occupational Therapy

**ASSISTANT SERVICE MANAGER**

- Minimum x2 years paid senior care/support experience
- Have attained minimum of QCF Level 5
- Where QCF 5 is working toward;
- Have attained a recognised qualification in Nursing, Social Work, Occupational Therapy

**MINIMUM STAFFING ARRANGEMENTS**

- \*Staff are available 24hrs a day, x7 days a week, x52 weeks**
- \*\*Minimum staffing levels are based on each individual person's level of need and agreed level of hours**

### 2.3 Operational Partnerships

The service operates as a partnership between Praxis Care, Southern Health & Social Care Trust (SHSCT) (Host Trust) Belfast Health & Social Care Trust (BHSCT) Western Health & Social Care Trust (WHSCT)

Each service user is provided with the appropriate agreements(s) which outline the roles and responsibilities of all parties concerned.

Further information on the service can be found in the Service Users Handbook.

### 2.4 Accommodation

Beehcote Supported Living Service was established in September 2023.

The service provides housing, care and support, currently, for x5 people we support.

Each person has their own tenancy – their own home

The facilities currently comprise of x2 buildings:

<b>15 BEEHCOTE AVENUE</b>	<b>57 KILLYCOMAINE ROAD</b>
X4 Single Occupancy Bedrooms (all ensuite)	X1 Single Occupancy Bedroom (access to own bathroom)
X2 Lounges	X1 Lounge
X1 Dining Room	X1 Dining Room
X1 Kitchen	X1 Kitchen
X1 Utility Room	X1 Utility Room
X1 Staff and tenant office	X1 Staff and tenant office
X2 Staff sleepover room	X2 Staff Sleepover rooms
<i>This property currently supports x4 people we support</i>	<i>This property currently supports x1 person we support</i>



## 2.5 Referral Criteria

- The person will be 18 years old at the time of referral
  - The person should be able to show a residency history in the Southern Health & Social Care (Trust) Area
  - The person must have a learning disability confirmed by a Specialist Consultant
  - People with challenging behaviour/mental health needs will also be considered in line with categories outlined below.  
**Behaviours that challenge the service:** - Behaviour of such an intensity, frequency or duration that the physical safety of the person, or others, likely to seriously limit or delay access to and use of, ordinary community facilities i.e.
    - a) Individuals whose actions, such as shouting/screaming at others or violence towards objects, may not necessarily result in injury but present serious management difficulties because of the threat or risk of injury to others.
    - b) Occasional physical attacks and injury to others.
    - c) Noncompliance and temper tantrums, verbal abuse, pestering and throwing things.
    - d) Over activity
    - e) People who need monitored and escorted to protect the community and protect themselves.**Contraindications**
    - a) Extreme violence
    - b) Arsonist
    - c) Some serious offender patients
  - The person will be agreeable to the referral being made and, where possible, will have had an opportunity to view the services offered or, must have a best-interests agreement that the placement is in the person's best interests and can meet their assessed needs.
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## 2.6 Referral Process

Referrals will only be accepted from **Statutory Key workers**. Referral agents from outside the geographical area should, in the first instance, contact Southern Health and Social Care Trust.

- An application form must be fully completed and include information on risk.
  - The applicant and carer (if so desired) will be invited to visit the service and discuss his/her needs with Praxis Care staff.
  - An Admission Panel will meet to consider all applications. The referral agent will be invited to discuss the application and provide further information/clarification as appropriate.
  - The Panel's decision will be communicated to the referral agent as soon as possible and will always be followed up with a written explanation of the decision.
  - An Appeals Procedure is in place if a prospective applicant is not satisfied with the outcome from the admissions panel.
  - Prospective service users will be provided with as much information as possible about the service to help him/her make a decision about whether or not he/she wants to receive care and/or support. Praxis Care offers the opportunity for a prospective service user to visit the accommodation/service and meet and talk with service users and staff. The organisation is happy for a prospective service user to involve his/her friends/family before making the final decision about placement or commencement of service.
  - If it is felt that the accommodation or service is not suitable for a particular person, advice will be given on how to look for help elsewhere. This will only happen after full and inclusive discussions with all relevant parties.
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## **2.7 Receiving a Service**

Potential service users will have his/her needs thoroughly assessed before being accepted to the service; this is intended to provide each service user with the best possible information on which to make an informed choice about his/her future.

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## **2.8 Service User Plan of Care**

Praxis Care works with service users, and his/her friends, relatives or representatives (if appropriate) to draw up a written plan of the support the organisation will aim to provide. The plan sets out the service user's needs, risks that need management, support/care provided and desired outcomes.

At least once a month, each service user's plan is reviewed. There is a formal review process at 6 months after first placement and at least annually thereafter. An emergency review can be convened at any time.

From time to time further assessments of the service user's needs are required to ensure that the support provided by the organisation is relevant to helping the service user achieve his/her full potential.

Every service user keeps a copy of his/her own Assessment & Plan and is encouraged to participate as fully as possible in the support planning process.

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## **2.9 The Range of Support/Care**

The service endeavours to meet the following needs:

### **2.9.1 Housing Support**

- Assistance acquiring essential household items
- Locating essential local services
- Paying bills
- Maintaining the property
- Safety issues
- Signposting to specialist services
- Budgeting
- Good neighbour / dealing with disputes
- Essential daily living tasks
- Emotional support
- Supporting people to comply with treatment
- Where appropriate, notifying agencies of concerns about a service user

### **2.9.2 Care Tasks**

- Administering medications
- Health care
- Specific rehabilitation tasks
- Intensive / therapeutic behaviour management
- Supervision of people at night - time
- Personal care

### **2.9.3 Social Activities, Hobbies and Leisure Interests**

Praxis Care will try to make it possible for service users to live his/her life as fully as possible. In particular, it will do the following:-

1. As part of the moving-in/commencement of service process, potential service users will be encouraged to share as much

- information as possible about his/her social, cultural and leisure interests.
2. Service users will be helped to continue to enjoy a range of individual and group activities and interests, both inside and outside the accommodation, to carry on with existing hobbies, pursuits and relationships, and to explore new avenues and experiences. In group living settings, all service users are entitled to use the dining room, the communal lounges, other sitting and circulating areas, and the grounds of the scheme but those who wish, may remain in his/her own rooms. Service users are encouraged to personalise their rooms with small items of furniture and other possessions, and individual preferences in matters of decoration and furnishings are encouraged.
  3. In partnership with service users, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among service users will be facilitated and it is hoped that service users will enjoy being part of a community, but there is no compulsion on a service user to join in any of the communal social activities.
  4. With the full and inclusive involvement of service users, local councillors, members of parliament, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
  5. Recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some service users will wish to take certain risks despite or even because of his/her disability. Praxis Care does not aim to provide a totally risk-free environment though care will be taken to ensure that service users are not subjected to unnecessary hazards. When a service user wishes to take part in any activity which could involve risk, a thorough risk assessment will be carried out with that individual, involving relatives, friend or representative, if desired and Praxis Care will agree and record action which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties.
  6. For the benefit of all service users and staff, the communal areas of the accommodation are designated as non-smoking. Service users may smoke in designated smoking areas only.
  7. There may be a charge associated with some social activities and services; where this applies, the details will be made clear to the service user in advance.

## **2.9.4 Consulting Service Users about the Way the Service Operates**

Praxis Care aims to give service users opportunities to participate in all aspects of life in the accommodation/service. In particular, service users are regularly consulted both individually and corporately about the way the accommodation/service is run.

The organisation's objective is always to make the process of managing and running the service as transparent as possible, and to ensure that the service has an open, positive and inclusive atmosphere.

Service Users will have the care/support he/she receives reviewed at least annually. Regular service users meetings are held and input is sought on matters relating to the everyday running of the scheme.

Satisfaction surveys are carried out at least annually with actions completed in response to feedback. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users and, where appropriate their representative on a monthly basis as part of the organisation's monitoring processes.

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## **2.9.5 Fire Precautions, Emergency Procedures and Safe Working Practices**

All service users are made aware of the action to be taken in the event of a fire or other emergency, and copies of the service's fire safety policy and procedures are available on request. Regular fire drills are conducted, where appropriate, and information is displayed through the building to guide all persons in the event of a fire. All staff have training in First Aid in the event of an emergency. The service conforms to all relevant government guidance on promoting and protecting the health, safety and welfare of service users and staff.

**The Service Fire Evacuation Procedure is as follows:**

- 1. Shut the room door where the fire has been discovered**
  - 2. Raise the alarm immediately and call the fire service (999)**
  - 3. Alert all personnel to evacuate the building via the closest available fire exit**
  - 4. Proceed to Assembly Point (Car Park), report to the Team Leader/Person in charge and await further instructions**
- NEVER ATTEMPT TO TACKLE A FIRE ON YOUR OWN**

### **2.9.6 Arrangements for Religious Observances**

Service users who wish to practise their faith will be given every possible support to do so. In particular, Praxis Care will do the following:

- Make contact with any local place of worship on a service user's behalf, if requested. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.
  - Take particular care to try to meet the needs of service users from minority faiths. These should be discussed with the manager the service commences.
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### **2.9.7 Relatives, Friends and Representatives**

- Service users are given every possible help to maintain and retain the links with families and friends.
  - If a service user wishes, their friends and relatives are welcome to visit at a time convenient to the service user and to become involved in daily routines and activities.
  - If a service user wishes to be represented in any dealings with the accommodation/service by a nominated friend, relative, professional person or advocate, Praxis Care will respect their wishes and offer all necessary facilities.
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### **2.10 Ending the Service & Moving On**

Service users may leave Praxis Care services for several reasons. They may no longer require the service, the service may no longer meet their needs, or the service may only be provided for a period of time. Irrespective of the reason for the service ending, the move will be planned and managed with the service user in their best interests.