Statement of Purpose

PRAXIS CARE – Crobally/The Barn

Crobally , Mogeely, Co. Cork



Registration Number: OSV- 000 2120

Date: 9/2/23

Expiry Date of Registration: 29 February 2024

Revision Number: 10

Registered Provider: (as per Certificate of Registration)	Praxis Care, Unit 18, Ardee Business Park, Hale St, Ardee, Co. Louth Telephone: 041-6871904 or 048-902-3455 The Person carrying out the business of the service is Carol Breen, Director of Care
Person in Charge: (as per Certificate of Registration)	Lorna Hynes Mobile:0858734616 Email: lornahynes@praxiscare.ie
Scheme Manager:	Lorna Hynes Mobile: 0858734616 Email: lornahynes@praxiscare.ie
Persons participating in Management: (as per Certificate of Registration)	David Slattery Mobile: 085-2541689 Email: Davidslattery@praxiscare.ie

Services and Facilities in the Designated Centre

Aims and objectives of the designated centre:

The service will provide appropriate quality care and support, in accordance with the ethos and values of Praxis Care, to adults with autism who require residential and respite services.

Aims.

- Crobally/The Barn aims to: -
 - Enable and empower service users to maximise their potential to maintain independence.
 - Enable service users to determine their goals, leading to the achievement of their desired outcomes.
 - o Enable service users to be active citizens within their local community.
 - Offer service users a service as part of their overall support/care package, the support will enable the service user to remain in his/her chosen environment
 - o Prevent unnecessary admissions to hospital and maintain good health
 - Enable service users to fully integrate into the local community
 - Encourage the growth and progression of each service user as a person and support them to achieve their goals and reach their full potential.
 - Open the door to the types of educational, social and fun activities service users wish to experience and facilitate opportunities for self-expression.

Objectives

- Crobally/ The Barn will achieve the above aims by: -
 - Offering person centred support and care to adults in the form of practical, social and emotional support which will facilitate the service user's functioning and their inclusion as citizens in the community.
 - Draw up an individualised support/ care plan which will enable a service user to develop his/her optimum level of independence and desired outcomes based on a comprehensive assessment of need.
 - Consult with the service user, relevant other professionals and staff in formulating an individualised support/ care plan that has meaningful goals and outcomes.
 - Consult with service users, their representatives and other stakeholders through quarterly forums
 - Review each person-centred support / care plan on a regular basis through a formal process with regular liaison between service users, their representatives where relevant, staff and statutory key workers as appropriate to review goals and outcomes. An annual review will take place once yearly for each service user availing of the service.

The specific care and support needs that the designated centre is intended to meet:

Praxis Care – Crobally/The Barn provides a full range of care and support needs for a maximum of 2 Adults in residential and 4 adults in respite with a primary diagnosis of Autism.

The service endeavours to meet the following needs. (Please note that the following is not an exhaustive list)

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 relations / 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

Care Tasks

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

Facilities which are to be provided

Crobally/The Barn is a residential and respite service, providing care and support for up to 2 adults in residential (The Barn) and up to 4 service users in respite (Crobally) all with a primary diagnosis of Autism.

In the residential service, The Barn, 1 service user is shared care, this service user residides at the Barn Wed-Sat and home with parents thereafter. 2 service users in the Barn have their own bedrooms and bathrooms and have access to kitchens and sitting rooms and living spaces. Within the respite service all the service users will have their own bedroom 2 have ensuites and 2 a shared bathroom, access to the shared living and kitchen and relaxation spaces.

In the respite service there are 4 bedrooms designated for service users, one bedroom is designated for staff and one bedroom is a spare room/office. There is also a separate small office.

Staff in Crobally/The Barn are available 24 hours per day, 7 days a week when service users are in service. Staff are rostered on night duties/ sleepover staff depending on the service users needs.

We have two team leaders that work across The Barn /Respite are rostered to provide effective leadership, supervision and management to a team of support workers ensuring that the practical, physical and emotional needs of the service users are met.

The Person in Charge and a Social Care leader (deptuty manager) are available during office hours.

There is an on-call system in place. Staff are made aware who is the oncall person is. Management on-call systems are in place and there is an escalation system for on-call which includes Head of Operations and Director on-call system at all times.

Praxis Care is committed to the ongoing training and professional development of all staff. There will be regularly scheduled supervision of all staff members in order to facilitate high standards of care for all service users within the service.

Services which are to be provided

Crobally House Respite Services provides person centred care and support for up to 4 adults with autism on a daily / nightly basis. The Barn provides residential and shared care services on a 24/7 basis.

Crobally/ The Barn have a management team in place. The Person in Charge (PIC) is an experienced Manager. The Social care Leader (deptuty manager) and Team Leaders are qualified and experienced social care practitioners who work as a team to provide high quality care to service users.

Praxis Care is committed to the ongoing training and professional development of the staff, who are supported through 8 weekly scheduled supervisions.

The Team Leaders are assisted by a team of care support workers. There are a team of designated support workers on duty during the day and at night.

All Service Users are empowered to enjoy everyday living, irrespective of the complexity of their needs. This is evidence based through the setting of person centred outcomes which are measured on a regular basis to evidence achievement. The staffing of the centre reflects the care and support needs of the service users which are outlined in their personal plans.

Admissions to the Designated Centre		
Registered Bed Numbers:	The maximum number of persons that may be accommodated at the designated centre is 6 in total (2 The Barn, 4 Crobally).	
Age range of residents to be accommodated:	Crobally/ The Barn offers accommodation and respite to adults aged 18 and over.	
Gender of residents to be accommodated:	Crobally/ The Barn offers accommodation to both male and female service users.	

Criteria used for admissions:

Referral Criteria

The Adult will be between the ages of 18 and 65 years at the time of referral.

The Adult should meet the criteria as defined by HSE and Praxis Care and agreed with both. The service user's representative will be agreeable to the referral being made and, where possible, have had an opportunity to view the services offered.

Referral Process Referrals

The person will be between the ages of 18 and 65 years at the time of referral.

The person will have a primary diagnosis of autism.

The person will show a range of both Support and Care needs which the Admission Panel feel is appropriate with the level of support on offer in Crobally/The Barn.

The person will be agreeable to the referral being made and, where possible, have had an opportunity to view the services offered.

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 Crobally/The Barn .

An Admission Panel will meet to consider applications which appear to meet the criteria of Crobally/ The Barn. 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 user's representatives 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. Crobally/ The Barn service offers the opportunity for a prospective Adult and or their representatives to visit the accommodation/service and meet and talk with other service users and staff.

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.

Referrals will only be accepted from members of the HSE. Referral agents from outside the geographical area should, in the first instance, contact HSE.

Crobally/ The Barn do not accept emergency referrals. The service requires to carry out an individual assessment and pre-admission meeting prior to a service user being able to avail of the service

Management and Staffing

Total staffing complement (in full time equivalent)

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Person in charge	1WTE
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Social Care Leader	1 WTE
Social care Leader	1 ****
Team Leaders	1 WTE & 1 30 hours a week
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Support Staff	10.8 WTE
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- Staff in Crobally/ The Barn are available 24 hours per day, 7 days a week when service users are in service. Staff are rostered on night duties/ sleepover staff depending on the service users needs.
- Team Leader's are rostered to provide effective leadership, supervision and management to a team of support workers ensuring that the practical, physical and emotional needs of the service users are met.
- The Person in Charge and a Social Care Leader are available during office hours.
- There is an on-call system in place. Staff are made aware who is the oncall person is. Management on-call systems are in place for annual leave, sick leave or days off. There is also an Assistant Director and Director on-call system at all times.
- The Barn full time service user is 2:1 staffing ration. In the event of reduced staffing the Barn could operate with 1 staff in the cottage and 1 staff/member of management as back up. This cannot occur when the shared care resident is in the service Wed-Sat there must be 2 staff present.
- Respite service users staffing- reduced staffing levels would be accessed on the need of individual service users. In the event of high levels of staff absences across Cork services or emergency situations in respite PIC and Head of may have to close respite. Service users and parents would be informed.

Organisational structure of the designated centre:

Management Team

CEO: Andy Mayhew

Director of Care (Operations):Carol Breen

Regional Director: Amanda Gray

PPIM Crobally/The Barn: David Slattery

Person in Charge Crobally/The Barn: Lorna Hynes

Complaints Officer: Linda Lyons

Data Protection Officer: Vincent Lavery

Designated Safeguarding Officer: Sarah O Donovan

Resident Wellbeing and Safety

Review and development of residents' personal plans

Praxis Care works with residents, 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 resident's needs, risks that need management; support/care provided and desired outcomes. This is reviewed monthly to ensure all needs are assessed and revised.

Every resident is provided with a copy of his/her assessment and plan and is encouraged to participate as fully as possible in the support planning process. It is a priority that all residents are supported and are able to access this information in a user friendly format and in a language that is age appropriate to aid them in their understanding.

Prior to the commencement of a service at Praxis Care Crobally/The Barn, a risk assessment is carried out with all residents and agreed upon by social workers. This risk assessment is reviewed on an individual level on a regular basis but particularly when there have been significant changes to the individual's life.

A review is convened after 6 weeks of moving in and 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.

Specific therapeutic techniques used in the designated centre

Service Users are offered a range of therapeutic supports via the HSE and other recognised therapies such as:-

- Physiotherapy
- Occupational Therapy
- Speech and Language
- Dietician
- o Chiropodist
- o G.P
- Reflexology
- Specialist Behavioural Support/Behaviour Consultancy
- Community Psychiatric Care

Service users are supported by Praxis Care staff to attend therapies as required. Praxis Care ensures that service users are supported to attend registered professionals when accessing therapies.

If costs are incurred by residents for any therapeutic supports, these costs are detailed within the residents bills agreements.

Use of Restrictive Practices and Positive Behaviour Supports

Praxis Care aims to provide extra supports as deemed necessary to any resident residing in our centre. Praxis Care staff are trained in approaching behaviours in a positive manner. A positive behaviour support plan will be put in place as deemed necessary with an emphasis on the proactive strategies. Should a resident become physically aggressive or pose a serious risk of injury towards them or others, Praxis Care staff are trained in techniques to manage violent and aggressive behaviour. Any restrictive practice will be recorded in conjoined approval by Multi-Disciplinary teams, the resident and Next of Kin. All restrictive practices are recorded in the resident's restrictive practice register and implementation of same is recorded in the restrictive practice log record.

Any restriction will be reviewed at least 3 monthly by the person in charge of the centre with the aim toward reducing and removing the restriction as positive behaviour supports are focused upon.

In order to maintain a safe environment for residents it may sometimes be necessary to take actions that may restrict or affect their rights to liberty and security of person, or their right to a private and family life. In all instances where such an infringement is required the centre will risk assess this, record the incident and report it to the proper authorities. Such restrictions will only be employed to protect residents from serious harm, and only following the unsuccessful use of less restrictive options. The least amount of restriction will be used for the least amount of time.

When this restrictive practice is used it is essential that this information is passed onto HIQA and the statutory key worker for all service users involved.

Respecting residents' privacy and dignity

- All Service Users have access to their own bedrooms and their own bathroom (2 rooms in Respite have a shared bathroom). Each bedroom is private and no other resident is allowed access to another service user's bedroom.
- Personal care is attended to, in each service users own bedroom/en-suite or in a bathroom.
- Staff knock at doors before entering bedrooms and bathrooms.
- Access to the telephone/mail/visitors is permissible to all service users at all times.
- Personal records are maintained for each service user on their daily routines, personal information and reports from external professionals.
- Independence and autonomy is promoted and maintained for all service users at all times.
- Personal belongings are stored as service users wish within their homes in an informed consented manner.
- At the service user monthly (Barn) Weekly (Respite) meeting, service users are given
 the opportunity to speak openly about all matters and raise any concerns they may
 have. Staff will also use these meetings to update the service users on any previous
 actions or other relevant information. Details of daily activities, menu options etc.
 are presented to the service user through pictorial menu, activity and welcome
 boards.
- All information is in a format that is appropriate to the information and communication abilities of each person living in the residential service.

Social activities, hobbies and leisure interests

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

- As part of the moving-in/commencement of service process, potential service users will be encouraged to share as much information as possible about her social, cultural and leisure interests.
- 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 lounge, and the grounds of the scheme but those who wish, may remain in 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.
- 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.
- With the full and inclusive involvement of service users, local councillors, TD's, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
- Recognise that risk-taking is a vital and often enjoyable part of life and of social activity. Some service users will wish to take certain risks despite or even because of his/her disability. The service 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 the service will agree and record all agreed outcomes which will appropriately balance the factors involved. Risk assessments will be regularly reviewed, with the participation of all parties.
- 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.
- 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.

Accessing education, training and employment

All service users in Crobally/The Barn will be supported to access day care/ college/ educational programmes.

All service users are encouraged to take part in activities which promote independence and develop social skills. These are developed in accordance with the service user abilities and interests.

All Service users will be afforded the opportunity to avail of educational and training opportunities as they so wish.

All Service users will be afforded the opportunity to avail of supports from Praxis Care staff to source suitable employment as they so wish.

Consultation with, and participation of, residents in the operation of the designated centre

Praxis Care – Crobally/The Barn 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 organisations objective is always to make the process of managing and running the accommodation/service as transparent as possible, and to ensure that the accommodation/service has an open, positive and inclusive atmosphere. Regular service users meetings are held and input is sought on matters relating to the everyday running of the scheme. Regular satisfaction surveys are carried out by Praxis Care's Research Department in relation to user involvement issues. Service Users will have the care/support he/she receives reviewed at least annually but in most cases 6 monthly. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users on a monthly basis as part of the organisations monitoring processes.

Access to religious services of residents' choice

Arrangements for Religious Observances

Service users who wish to practise his/her religion/faith will be given every possible help and facility. In particular, Praxis Care will do the following:-

If asked, Praxis Care will make contact with any local place of worship on a service user's behalf. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.

Particular care will be taken to try to meet the needs of service users from minority faiths. These should be discussed with the manager before placement.

Services uses, if they wish to, will be supported to attend religious services of their choosing.

Contact between residents and their relatives, friends, representatives and the local community		
Service users are given every possible help to maintain and retain the links with families and friends.		
If a service user wishes, his/her friends and relatives are welcome to visit at a time convenient to the service user and to become involved in daily routines and activities. Service users will be offered a private space to meet with their visitors.		
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 his/her wishes and offer all necessary facilities.		

Dealing with complaints

The person in charge Lorna Hynes is the services designated complaints officer.

Praxis Care promotes an open culture where service users and their representatives are encouraged to express views, and it welcomes all opportunities to improve its services where it has been identified that improvements are required.

There is a Complaints & Compliments Management Policy in place to enable individuals to provide feedback to the service on all aspects of their care and support. A leaflet on how to make a complaint or compliment is given to each service user, or any person acting on their behalf.

Praxis Care endeavours to locally resolve any issue/s raised in the first instance. However, Praxis Care recognises that, in some circumstances, complaints require further investigation.

Praxis Care has a nominated Complaints Officer who can be contacted in this instance. Service users are also provided with the contact details of the Statutory Agency and Regulatory and Commissioning bodies whom they can contact if satisfaction is not reached. Advice on the process of making a complaint is also available via the organisation's website: www.praxiscare.org.uk

If Lorna is not in the designated centre, complaints can be discussed with a staff member, who can contact Lorna.

Praxis Care endeavours to locally resolve any issue raised, in the first instance but recognises that in some cases, complaints require further investigation. The complaints procedure therefore comprises of 3 internal stages and 2 external stages which can be additionally applied to permit the effective management of a complaint where required: -

Stage 1: Management of a verbal complaint, at the Point of Contact (Service/Manager Level).

Stage 2(a): Informal Resolution (Manager/Head of Operations Level).

Stage 2(b): Formal Investigation (Head of Operations/Director Level).

Stage 3(a): HSE Review (Director of Advocacy, Quality, Risk & Clinical Care Directorate, HSE)

Or

Stage 3(b): Praxis Care Internal Review (Board of Director Level).

Stage 4: Independent Review (The Ombudsman/The Ombudsman for children)

If the complainant is not happy with the response to the complaint Praxis Care's named Complaints Officer Eileen Dealey can be contacted on 004428 90234555 or via email on eileendealey@praxiscare.ie The complaints officer will inform the complainant when they have received the complaint and he/she will say what they will do. You have the right to receive a response within 4 weeks. Details of the actions, responsibilities and timescales at every stage are outlined in full within the Organisations' Complaints policy and procedure.

Fire precautions and emergency procedures

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 services fire safety policy and procedures are available on request. Where service users are unable to understand the emergency evacuation process personal emergency evacuation plans (PEEP) are in place to assist with emergency evacuation. Regular fire drills are conducted and information is displayed through the building to guide all persons in the event of a fire. Key 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. In the event of an evacuation all attempts will be made to ensure evacuation of the relevant part of services in Praxis Crobally/The Barn.

Position/Measures in Place:

Praxis Care will ensure the property has been maintained to a high 'fire safety' compliant standard with for example:

- 1. Fire detection & alarm system
- 2. Emergency lighting installed throughout
- 3. Compliant fire fighting equipment installed within the property (includes a fire blanket within the kitchen area).

In addition the mains wiring installations are tested and Praxis Care will ensure that this are deemed as 'satisfactory' by a 'Safe Electric - Registered Electrical Contractor' and that periodic inspection/testing within properties such as this (ie classified as Category 1d Community Dwelling Houses) is recommended on a 5 yearly basis.

Praxis Care Fire Emergency Evacuation Policy/Procedure:

In the event of a fire alarm activation Praxis Care's basic fire emergency evacuation policy/procedure is to 'get out, stay out & call the Fire Service'. However, all staff receive initial (and 6 monthly refresher) fire safety training and their initial role on activation of a fire alarm would be to (only if considered safe to do so) identify the location/source of the fire alarm activation (e.g. by reading the fire panel etc.) and then to quickly make a decision as to either to fight the fire or effect a swift evacuation. In essence our staff are trained only to fight fires which are no bigger that small office bin size (i.e. with the correct grade of fire extinguisher or fire blanket) and only if they have received fire safety training and are fully confident that they can extinguish the fire - in all other scenarios the clear advice/guidance is to 'get out, stay out & call the Fire Service'.

The Assembly Point is the timber shed which is situated between the barn and day service building.

In the event of a **FIRE** staff instructions are as follows:

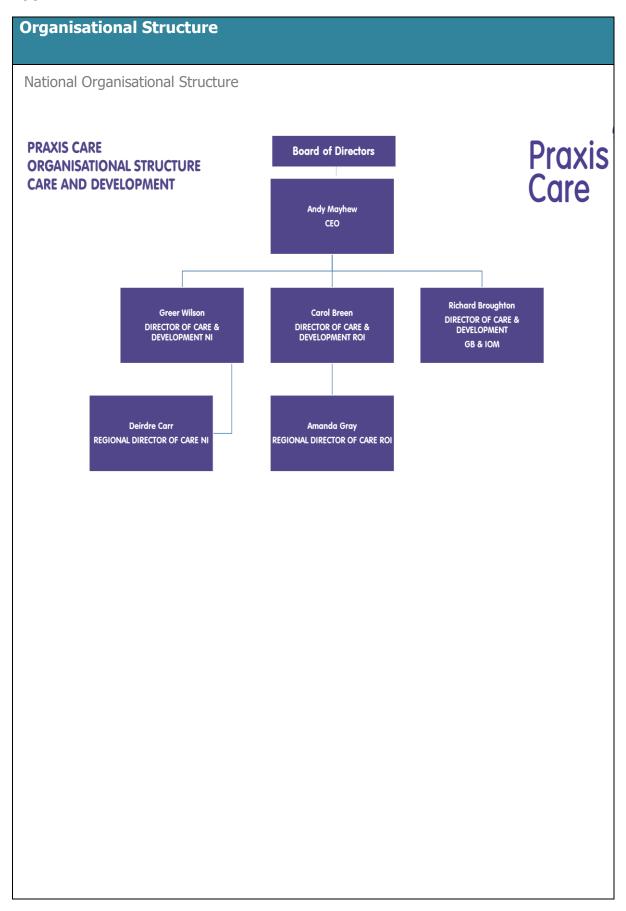
The person discovering the **FIRE** must raise the alarm immediately.

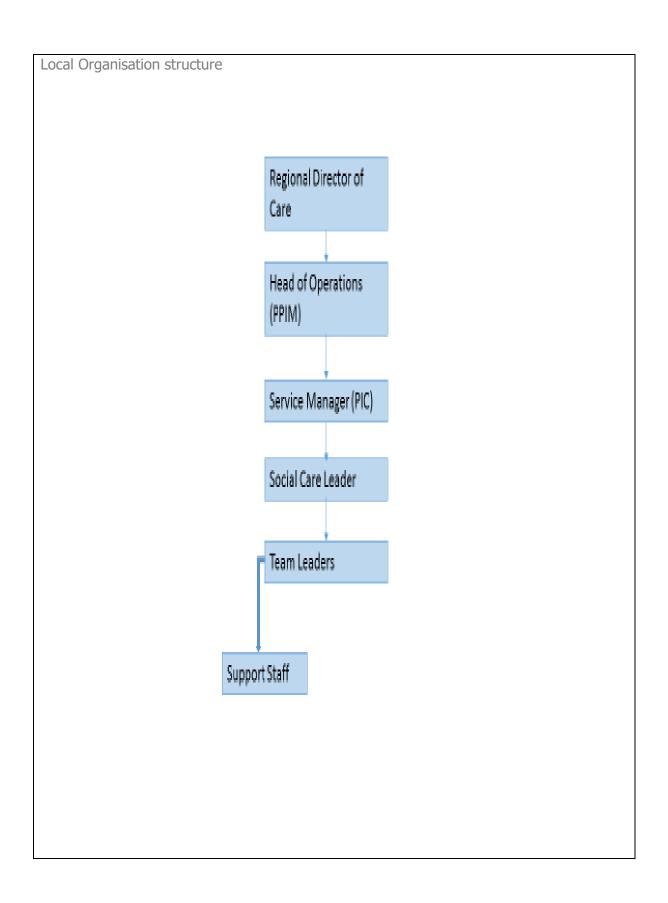
- 1. Operate the nearest break glass call point.
- 2. On hearing the Alarm Activation all employees / clients must leave the building by the nearest Fire Exit, know your nearest fire escapes.
- 3. Report to Fire Assembly Point
- 4. Do not stop to collect clothing or personal belongings
- 5. Follow instructions given by Fire Warden or trained staff member on duty.
- 6. Do not re-enter the building until told so by the Lead Fire Warden or trained staff member.

In the event of a **FIRE** or Continuous Fire Alarm Activation the role of staff on duty:

- 1. Prepare to evacuate personnel from your area.
- 2. Where possible ensure all personnel from your area are evacuated in a safe and timely manner.
- 3. Carry out a full sweep of the area. If it is safe to do so check meeting rooms, office areas, toilets etc.
- 4. If requested to do so assist with ensuring all personnel are accounted for.
- 5. Ensure all personnel remain at the Fire Assembly point until the **ALL CLEAR** is given by the Lead Fire Warden.
 - All Fire Wardens are trained in the use of Fire Extinguishers

Appendix 1:





Appendix 2:

Layout of the Designated Centre:

Crobally -Dimensions

Crobally House Ground Floor Measurements

Crobally House	Crobally House Floor Measurements
Kitchen	5.7m x 4.2m
Living room	6.2m x 4.8m
Entrance Hallway	4.8m x 3m
Lounge/Sensory Room	6m x 5m
Bedroom	3.2m x 3m
Back Kitchen	6m x 2.5m
Toilet Room	1.2m x 0.8m
Wheelchair accessible bedroom (Ground Floor)	9.77m2
Ensuite (Ground floor)	7.63m2

First floor

Crobally House	Crobally House First Floor Measurements
Bedroom (front of left-wing)	6m x 2.8m
Ensuite (left-wing)	1.9m x 1.9m
Bedroom (back right of left-wing)	2.8m x 3m
Hall (left-wing)	5m x 0.9m
Bedroom (back left of left-wing 'Spare bedroom/office')	3m x 2.9m
Landing (left-wing)	4.8m x 3m
Landing (right-wing)	4.8m x 2.9m
Bathroom (Bath)	1.8m x 2m
Bedroom (back of right-wing)	3.5m x 2.3m
Bedroom (front of right-wing 'staff bedroom')	4.2m x 3.2m
Ensuite (right-wing)	2.3m x 1.1m
Office	2.1m x 1.9m
Hall (right-wing)	4.2m x 0.9m

The Barn Floor Measurements

The Barn	Floor Measurements
Bedroom (left)	4.7m x 5.2m
Ensuite (attached to left bedroom)	1.8m x 1.5m
Bedroom (middle bedroom)	3.8m x 4.9m
Ensuite (attached to middle bedroom)	1.8m x 1.2m
Service user living room	3.8m x 4.2m
Ensuite (attached to right bedroom)	1.8m x 1.2m
Office	3.8m x 3.9m
Ensuite (attached to office)	1.8m x 1.2m
Hall way	16m x 1.2m
Kitchen / Lounge /Sun-room	9.9m x 5.4m
Porch	3m x 2.4m