

# RESIDENTIAL INFORMATION

**Location:** South Lodge, London Road, Retford, Nottinghamshire, DN22 7JJ

**Registered Manager:** Claire Bright

**Email:** [claire.bright@aem.org.uk](mailto:claire.bright@aem.org.uk)



**Registered Provider:** Autism East Midlands

Unit 31, Craggs Industrial Estate, Morven Street, Creswell,  
Worksop, Nottinghamshire, S80 4AJ

[www.aem.org.uk](http://www.aem.org.uk)

**Responsible Person:**

Lindsey Myers, Director of Adult Services

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## **Mission Statement**

Autism East Midlands is a registered charity whose stated objective is;

*'To ensure that people resident in the Autism East Midlands area who's lives are effected by Autism or a related condition, receive services most appropriate to their needs and, as a result, enjoy the highest possible quality of life.'*

## **Our Vision**

*"A World which recognises, understands and values people with autism, and where they, and their families, receive the services and support they need throughout their lives".*

## **Philosophy, Aims and Objectives**

Autism East Midlands's philosophy advocates that adults with an ASC should live their lives with dignity, choice and independence to the maximum of their ability.

'South Lodge' has access to an internal Clinical Team consisting of; Psychology, Speech & Language Therapy Services (S&LT) and Occupational Therapy support as well as people being supported to access external agencies and professionals where necessary.

The well-being and progression of our individuals is the underlying ethos. All individuals are given respect and time to achieve their own personal level of attainment with a focus on outcomes; individuals are offered choices and opportunities and supported in the choices they make.

Support packages are tailored to individual need and choice, maximising dignity and control. Person centred support plans are designed to offer additional help with communication and social skills and to compensate for impairment with social imagination.

The principles of Person Centred Planning (PCP) and Positive Behaviour Support are promoted throughout Autism East Midlands.

The use of communication aids such as Signs & Symbols, Picture Boards, PECS and 'Talking Mats' all aid in maximising the choice and control of our individuals.

Individuals have access to a good range of fulfilling social and leisure activities and people are supported to maintain good contact with their families, friends and the local community.

All of our individuals are enabled and supported to make choices and take responsible risks in order to increase their independence. Providing this support is regarded as a fundamental part of staff duties.

South Lodge will be registered with The Care Quality Commission to provide:

**Accommodation for persons who require nursing or personal care and learning disabilities.**

Further details can be found at [www.cqc.org.uk](http://www.cqc.org.uk)

Acknowledgement is given to the Mental Capacity Act (2005); Deprivation of Liberty Safeguards in the development of person centered support plans. Autism East Midlands is proactive in supporting individuals to engage with independent advocacy services and the IMCA service (where appropriate).

### **About 'South Lodge'**

'South Lodge' was established in 2020 and will be home to 6 individuals, all of whom will have a primary diagnosis of an Autism Spectrum Condition. The house is situated in a very desirable residential area on the outskirts of Retford. It is set in extensive, enclosed grounds, off the main road.

'South Lodge' aims to meet the needs, whether social, emotional, physical or spiritual, of the individuals. All individual person centered support plans focus on both ASC and individual's specific needs in a manner suitable to or on a level of personal attainment.

### **Principles**

'South Lodge' offers a wide range of social activities. Individuals' hobbies and leisure interests are also supported fully.

The operation of 'South Lodge' is the overall responsibility of the Registered Manager. Views and ideas are listened to, and wherever possible, acted upon. The people we support will be able to choose decor and colours and their own flat is decorated to their particular requirement. Parental views are important and contribute to creating a relaxing home for our individuals.

'South Lodge' ensures individuals are free to attend religious services of their choice. All individuals' religious beliefs are respected and supported.

We cater for the personal dietary needs of each individual. At mealtimes there are always two main meal choices on offer and other appropriate alternative choices should this be requested.

'South Lodge' staff maintain quality parental liaison. Parents are invited to attend reviews and have regular contact with a keyworker whenever required. Arrangements are made for visits to the family home, which are appropriate for both the family and individual.

There is a formal Complaints Procedure, which is detailed at the end of this document.

### **The Support Team**

The service is managed by an appropriately qualified and experienced manager.

All staff have received an Enhanced Disclosure and Barring Check, and training appropriate to their role. This includes, but is not confined to:

- Level 2/3 Diploma (minimum for direct support workers)
- Care Certificate
- Autism and Asperger Awareness Training
- Mental Capacity Act / Deprivation of Liberty Safeguards
- Safe Handling of Medication
- First Aid
- Food Hygiene

- Health & Safety
- Manual Handling
- Risk Assessment
- Fire Safety
- Equality & Diversity
- Epilepsy
- Infection control
- Positive Behaviour Support training (CALM)
- Sensory Training
- Safeguarding Training

Training needs and opportunities for further development are identified through supervision and annual appraisal for all staff.

All staff have a professional responsibility to respect the rights of individuals, treat them with respect and dignity and protect them as far as possible from danger or harm.

### **Recruitment**

Autism East Midlands has a robust recruitment procedure in place. Records include an Application Form, two satisfactory written references and a Disclosure and Barring Check.

Service users are, wherever possible, involved in some staff interviews and this has proved very successful.

### **Referral, Admission and Assessment**

Information is available to help people decide if 'South Lodge' can meet their needs and to tell them how the home operates. Our 'Service Placement Operational Guidelines and Procedures' helps in ensuring that a prospective individual receives an assessment to determine whether the home is able to meet their needs before being considered for admission. The Admission Panel is responsible for taking the final decision.

Transition Plans are personalised to meet people's needs and can involve visits to the home and overnight stays where appropriate.

### **Evaluation of Service**

The service is monitored and evaluated by a number of internal and external bodies: -

- The service user voice framework – introduced to ensure people are involved in their care and supported to express views, wishes and to ensure all our service users have a voice and as much choice and control as possible.
- Parent / Carer & Service User feedback via 6 monthly questionnaires
- The Care Quality Commission [www.cqc.org.uk](http://www.cqc.org.uk) inspections
- Regular review of Individual Support Plans
- Internal Quality Assurance Audits
- Quality monitoring audits carried out by local funding authorities.

