

# **LEWISHAM PARK CARE HOME**

## **STATEMENT OF PURPOSE**

**Date: 3/02/2025**

**Review: 03/02/2025**

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## **STATEMENT OF PURPOSE**

Our Statement of Purpose outlines the care we provide, how we are organised to provide that care and includes a general overview of the facilities adopted to implement the efficient delivery of meeting our stated purpose.

There is more to our service provision than a few pages stating our purpose, therefore, our Statement of Purpose should be read and applied in conjunction with our wider policies, procedures and practices.

Our Statement of Purpose, is available to all new prospective Service Users, visitors and all other interested parties with an interest in our care provision.

Wherever, any part of the Statement of Purpose changes, we ensure that all copies of the Statement of Purpose are updated within 28 days of that change.

We have a manual which has in it a comprehensive list of Policies and Procedures. Arrangements can be made to see them at anytime.

# **LEWISHAM PARK RESIDENTIAL HOME**

## **EQUAL OPPORTUNITIES STATEMENT**

Lewisham Park Residential Home is aware and is fully committed to equal opportunities. We fully understand that people with learning disabilities may suffer discrimination, prejudices, and abuse within the community.

It is vital that as part of our services to our clients we take care and attention when catering to their needs.

Everyone in our care will be treated with respect and understanding while recognising that each individual will have cultural differences and backgrounds.

We value our clients. Therefore we will make sure that each client is treated equally and fairly, regardless of their race, religion, culture, gender, sexual orientation ,physical or learning disability.

## **Lewisham Park Residential Statement of Purpose**

40 Lewisham Park is a Residential Care Home for People with Learning Disabilities and is registered with Commission for Social Care Inspection.

It is registered to provide care for 3 people with learning disabilities.

40 Lewisham Park is a 5 bedroomed, 2 storey, semi-detached house which is situated directly opposite the Scenic Lewisham Park, in the London Borough of Lewisham. Shops, Post offices, Religious Centres, Banks, Public Houses, Buses, Train stations including the Docklands Light Railways are in walking distance. The beautiful Greenwich Park with the River Thames in the backdrop is 10 minutes away by Public Transport. Other parks are in walking distance i.e. Ladywell, Hilly Fields and Mountsfield Parks.

Three rooms are set aside for clients. One is already occupied by a service user. A live-in house manager is available on site 24 hours a day, 7 days a week.

Provision is made for relatives and friends to see the residents privately if they wish. A policy of open visiting is in operation and is in line with the Covid-19 health and social care guidelines. All rooms are fully furnished.

The Dining and Living rooms are situated on the ground floor with access to the garden. There is a bathroom with shower facilities and toilet upstairs, also a toilet on the ground floor for their use.

The house has a colour TV/DVD and radio in the living room and a telephone in the hall which is available for use at any time. Clients may have their own equipment in their rooms if they so wish.

Home cooking is of high standard. Special diets are catered for, this includes a Caribbean Cuisine, fresh fruit and refreshments are available throughout the day at the Service Users' request. We encourage eating healthily.

Based in Lewisham, the home is an ideal stepping stone for facilities available to the Service Users around the City of London.

There are presently no facilities for wheelchair users, however, facilities can be provided should the need arise.

**AIMS**

To maintain a warm, homely atmosphere, allowing maximum independence and privacy, respecting individual's rights and maintaining dignity at all times in response to the Code of Practice as stated by the General Social Care Council.

Service Users will be allowed to develop to their full potential according to their age and ability levels and in some cases, where appropriate, progress to independent living.

Service Users and family members, together with all staff concerned, will have the greatest possible involvement in the decisions that affect the Service Users' daily lives.

All staff at Lewisham Park will work in partnership with Lewisham Social Services to assist the Service Users in achieving a level of health and social care that recognises their needs and personal preferences.

Lewisham Park's staff will implement the General Social Care Council's Code of Practice, which has been specifically formulated in accordance with the forthcoming Registration of Carers and offers guidance for all staff to follow to remain on the register.

Person-Centred Care Plans will be initiated and will be central controlling factor within our philosophy/objectives of care.

Independent Living Skills will be taught to all Service Users depending on their ability to comprehend therefore any decisions regarding their financial affairs will be discussed with them and they will be advised to seek independent advice from appropriate professionals. Self-advocacy, advocacy support and Human Rights prevail at all times.

Service Users will be encouraged to retain their own G.P. but in the case of changing G.P.'s then they will be supplied with the local GP's brochures to enable them and their relatives make an informed choice of which practice to register with.

Service Users who are able will be encouraged to make their own Doctor's appointments and will also be assisted to attend the surgeries as a normal part of community activities.

## **OBJECTIVES**

The Home is for people with Learning Disabilities who desire to live in a Community/Family setting.

The Home is registered for Service Users with Learning Disabilities. Selection of Service Users will be done in co-operation with Lewisham Social Services or other Local Authorities, who will identify specific Service Users who need to be resettled within this particular Home setting. This service is also open to the Private Sector.

Through the Pre-Admission Assessment, specific needs will be identified and if necessary and possible on logistic and financial grounds, the Home will be adapted to suit the needs of the Service User. It has been identified that if any specific physical change is needed to the building, then the Occupational/Physiotherapy Dept will assist in specific design and the respective authorities will be responsible for the cost.

The first eight weeks of residence will be classed as the trial period.

Service Users will have the security of knowing they can look on the Home as their home for as long as they wish unless:

- a) Their condition deteriorates to such an extent that more skilled care will be needed than can be provided. Every effort will be made to use supportive community services should a terminally ill Service User wish to remain in the Home.
- b) A Service User's behaviour becomes difficult and intolerable to other Service Users.
- c) The Home becomes an unviable business

Service Users will be encouraged to participate in the shopping, preparation of food, cooking of meals and household chores dependant on their ability to manage the stairs and access the house generally.

Furnishings within the Home will enable Service Users to enjoy a normal life; Service Users will be encouraged to personalise their rooms with their own furnishings wherever practical on the proviso that these furnishings are in keeping with the room size and meet the current fire regulations. The rooms are already decorated and furnished, Service Users will be given the opportunity to choose their own room furniture/décor as and when refurbishment takes place. Certain items of furniture they may purchase may need a risk assessment to be carried out to prevent any accidents within the bedrooms through inappropriate use e.g. electrical appliances.

Services Users will have the freedom to live as they wish; to take risks and be responsible for their own safety as long as they are mentally and physically able to and do not put the safety of others at risk or cause undue inconvenience to people living within the Home environment or within the immediate community. Risk assessments will be done in all areas where necessary.

Each Service User will be recognised as an individual, encouraging participation in individual activities of their choice will be of paramount importance, i.e. Day Care Centre and Drop in Centre

Services may be bought as an extra i.e. Aroma Therapy, to provide Service Users with additional therapies, this being a cost to the Service Users that are participating in these activities. Also, swimming, cinema, sauna and other local activities.

All religious denominations will be welcomed within the Home and every support given to enable them to practice their beliefs. The client may purchase the service of enablers to facilitate Service Users going to their place of worship should they so wish.

Each and every Service User will be registered with the local G.P, Dentist, Optician and medical personnel of their choice i.e. Podiatrist, Dentist, Physiotherapist, Speech Therapist etc.

Each member of the staff working within the Home will have help and guidance to enable them to understand the Aims and Objectives of the Home through the Common Induction Standards laid down by Skills for Care and how best to work towards them.

Staff are required to be trained in NVQ Level 2 as a minimum, and Senior staff at Level 4/ Registered Managers Award. All staff will have access to ongoing training with POVA Training as a priority.

The Home operates an open visiting policy and relatives are encouraged to visit and take part in the Home's activities, such as outings etc.

Each Service User will be recognised as an individual, encouraging participation in individual activities will be of paramount importance.

Person-Centred Care Plans will be initiated for each individual and based upon their needs and choice. These plans will initially be based from the Pre-admission information, initial review form and subsequent review forms.

Monthly summary of the Service User will be documented in their Care Plans and used as data in the six monthly reviews with Social Services and each Service User will be given a copy of their Care Plan.

### **EQUIPMENT – HEALTH & SAFETY**

There is an existing Health and Safety policy, which is monitored on a regular basis. Staff are allocated monitoring duties to do on a scheduled basis e.g. water temperatures, food temperatures etc.

There are emergency procedures in place for Fire Evacuation and staff are aware of the relevant emergency contact numbers for other events that affect the welfare of the Service Users which are reportable to CSCI under Regulation 37 of the Care Standards Act 2000.

Fire Alarms, Gas Boilers, Plumbing, Fire Extinguishers, and all electrical equipment have been maintained, tested and certified.

Any accidents are recorded in the Home's Accident Book, individual entries are then stored in the Care Plans or the Personnel records in accordance with the Data Protection Act and when necessary, reported to the appropriate authority according to the R.I.D.D.O.R. Regulations.

### **CONFIDENTIALITY**

Confidential information concerning Service Users is restricted to Senior Management. Staff are instructed fully on the Confidentiality Policy of the home as it is part of the induction process.

### **PRIVACY**

We recognise that the life in a communal setting and the need to accept help with personal tasks are inherently invasive of a Service User's ability to enjoy the pleasure of being alone and undisturbed. We therefore, strive to retain as much privacy as possible for our Service Users in the following ways.

- Giving help in intimate situations as discreetly as possible.
- Helping Service Users to furnish and equip their rooms in their own style.
- Offering a range of locations around the home for Service Users to be alone or with selected others.
- Providing locks on Service User's bedroom doors, storage spaces and other rooms in which the Service Users at times do not need to be interrupted. e.g. toilets/bathrooms.
- Guaranteeing Service Users' privacy when opening and reading post and communicating with friends. Each Service User has the right to their own privacy in all their activities.
- Ensuring the confidentiality of information, the home holds about Service Users and only sharing information with others with the express permission of Service Users.

## **DIGNITY**

To promote the welfare and uphold dignity of our service users, we aim to preserve the respect for our Service Users' intrinsic values in the following ways:

- Treating each Service User as a special and valued individual.
- Helping Service Users to present themselves to others as they would wish through their own clothing, their personal appearance and their behaviour in public.
- Offering a range of activities which enables each Service User to express themselves as a unique individual.
- Tackling the stigma from which our Service Users may suffer through age, disability or status.
- Compensating for the effects of disabilities which the Service Users may experience on their communication, physical functioning, mobility or appearance.
- Service Users' dignity is respected by calling them by the name of their choice, knocking on doors prior to entering rooms' etc.

## **CHOICE AND ASPIRATIONS**

Service Users' choice is of paramount importance, and staff are instructed to respect their choice of daily living which may involve a risk element as identified in their own interests and hobbies facilitating the use of services provided. We aim to help the Service Users exercise the opportunity to select from a range of options in all aspects of daily living in the following ways:

- Provide meals which enable Service Users to decide as far as possible to decide for themselves where, when and with whom they consume food and drink of their choice.
- Offer Service Users a wide range of leisure activities from which to choose.



- Respect individual, unusual or eccentric behaviour in Service Users.
- Retaining maximum flexibility in the routines of the daily life of the home.

The Service Users' will be encouraged to participate in age-appropriate events, clubs, pubs and outings etc appertaining to the Service Users' choice, a bus or taxi may be arranged at the Service Users expense.

## **INDEPENDENCE**

We are aware that our Service Users have given up a good deal of their independence in entering our home. We regard it all the more important to foster our Service Users' remaining opportunities to think and act without reference to another person in the following ways:

- Provide as tactfully as possible, human or technical assistance when it is required.
- Maximise the abilities our Service Users have to maintain their self care, for independent interaction with others and for carrying out the task of daily living without any assistance.
- Helping Service Users take reasonable and fully thought out risks.
- Promoting possibilities for Service Users to establish and retain relationships outside of the home.
- Not using any form of restraint on Service Users except in situations of urgency or when it is essential for their own health or safety or the safety of others; details of which are in the Person-Centred Care Plans.
- Encouraging Service Users to have access to and contribute to the records of their own care.

## **FULFILMENT**

We want to help our Service Users to realise personal aspirations and abilities in all aspects of their lives. We seek to assist this in the following ways;

- Information ourselves as fully as each Service User wishes about their individual histories and characteristics.
- Providing a range of leisure and recreational activities to suit the tastes and abilities of all Service Users and to stimulate participation. Some of these activities will be at the Service Users' own cost.
- Responding appropriately to the personal intellectual, artistic and spiritual values and practices of every Service User.
- Respecting our Service Users' religious, ethnic and cultural diversity.
- Helping our Service Users to maintain existing contacts and to make new liaisons, friendships and personal or sexual relationships if they wish.
- Attempt always to listen and attend promptly to any Service Users' desire to communicate at whatever level.

## **CIVIL RIGHTS**

Having any form of disability and residing in a home can all act to deprive our Service Users of their rights as citizens. We, therefore, work to maintain our Service Users' place in society as fully participating and benefiting citizens in the following ways:

- Ensuring the Service Users' have the opportunity to vote and to remain on the electoral roll.
- Preserving for Service Users full and equal access to all elements of the National Health Service.
- Help Service Users to claim all appropriate Welfare Benefits and Social Services.
- Assist Service User in access to public services such as libraries, further education and life long learning.
- Facilitating Service Users in contributing to society volunteering, helping each other and taking on roles involving responsibility within and beyond the home.

### **QUALITY CARE**

We wish to provide highest quality of care and to do this we give priority to a number of areas relating to the operations of the home and the service we provide. We also survey our external customers to ask their opinion of the service in an effort towards continuous improvement through the use of our Quality Questionnaires and the Home's Quality Audit.

### **CHOICE OF HOME**

We recognise that every prospective Service User should have the opportunity to choose a home which suits their needs and abilities. To facilitate that choice and to ensure that our Service Users' know precisely what services we offer, we will do the following:

- Provide detailed information on the home by publishing a Statement of Purpose and a detailed Service User Guide.
- Give each Service User to be issued with a statement of terms of residence over and above the contract with Lewisham Social Services.
- Ensure that every Service User has their needs expertly assessed before a decision on admission is taken.
- Demonstrate to every person admitted to the home that we are confident that we can meet their needs as assessed.
- Offer introductory visits to prospective Service Users and avoid unplanned admissions except in cases of emergency.

### **PERSONAL AND HEALTH CARE**

We draw on expert professional guidelines for the services the home provides. In pursuit of the best possible care we will do the following:

- Produce with each Service User, regularly update, and thoroughly implement a Service User care plan, based on Pre-admission information and continual review and assessment.
- Seek to meet or arrange for appropriate professionals to meet the health care needs of each Service User.
- Establish and carry out careful procedures for the administration of Service User's medication.

- Take care to safeguard Service Users' privacy and dignity in all aspects of the delivery of health and personal care.
- Treat with special care, Service Users who are dying and sensitively assist them and their relatives at the time of death.

### **INFECTION CONTROL (COVID-19)**

- All stringent measures will be adhered to in accordance with Public Health England to minimise the risk of covid-19 infection for all service users and staff.
- A COVID-19 resource pack has been formulated and is regularly reviewed. Staff are required to follow its guidelines to ensure the safety of the service users and themselves.
- Weekly PCR and twice weekly Lateral flow testing in line with health and social care government guidelines are conducted within the care home.

### **LIFESTYLE**

It is clear that Service Users may need care and help in a range of aspects of their daily lives. To respond to the variety of their daily needs and wishes to Service Users, we will do the following:

- Aim to provide a lifestyle for Service Users' which satisfies their social, cultural, religious and recreational interests and needs.
- Help Service Users to exercise choice and control over their lives.
- Provide meals which constitute a wholesome, appealing and balanced diet in pleasant surrounding and at time convenient to Service Users.
- Make all possible efforts to protect Service Users from every sort of abuse and from various potential abusers.

### **CONCERNS, COMPLAINTS AND PROTECTION**

Despite everything that we do to provide a secure environment, we know Service Users may become dissatisfied from time to time and may suffer abuse inside or outside the home. To tackle such problems we will do the following:

- Provide and, when necessary, operate a simple, clear and accessible complaints procedure.
- All written complaints will receive a response within twenty eight days of receipt.
- Take all necessary steps to protect the Service Users' rights.
- Make all possible efforts to protect Service Users from every sort of abuse and from various potential abusers.

### **THE ENVIRONMENT**

The physical environment of the home is for Service Users' convenience and comfort. In particular we will do the following:

- Maintain the building and grounds in a safe condition.
- Make detailed arrangements for the communal areas of the home to be safe and comfortable.
- Supply toilet, washing bathing facilities suitable for Service Users for whom we care and ensure they are all fitted with anti-scald devices.
- Arrange for specialist equipment to be available to maximise Service Users independence.
- Provide individual and shared accommodation which at least meets the National Minimum Care Standards.
- See that the Service Users' have safe, comfortable bedrooms with their personal possessions around them.
- Ensure that the premises are kept clean, hygienic, and free from unpleasant odours with systems in place to prevent the spread of infection.

### **STAFFING**

We are aware of that the Home's staff will always play a very important role in the Service Users' welfare. To maximise this contribution, we will do the following:

- Employ staff when necessary in sufficient numbers and relevant mix of skills to meet the Service Users needs.
- Provide at all times an appropriate number of staff with qualifications in health and social care.
- Observe recruitment policies and practices which both respect equal opportunities and protect Service Users' safety and welfare as well as register staff through the Criminal Records Bureau prior to employment.
- Offer our staff a range of training which is relevant to their induction, foundation experience and further development.

### **FOCUS ON PERSON CENTRED PLANNING FOR SERVICE USERS**

We want everything we do in the home to be driven by the needs, abilities and aspirations of our Service Users, not by what staff, management or any other group would desire. We recognise how easily this focus can slip and we will remain vigilant to ensure the facilities, resources, policies, activities, and services of the home remain Service User-led.

### **FITNESS FOR PURPOSE**

We are committed to achieving our stated aims and objectives and we welcome the scrutiny from our Service Users and their representatives.

### **COMPREHENSIVENESS**

We aim to provide a total range of care, in collaboration with all appropriate agencies, to meet the overall personal and health care needs and preferences of each Service User.

### **MEETING ASSESSED NEEDS**

The care we provide is based on a thorough assessment of needs and the systematic and continuous planning of care for each Service User. Prior to admission we will complete an assessment to ensure we can meet the assessed needs.

### **EMOTIONAL NEEDS**

The Service Users' needs are catered for in a variety of ways.

Relatives and friends are encouraged to visit without restriction. Visitors are advised to approach a member of staff to enable light refreshments to be made available.

Staff will liaise with Day Care Centres, Drop In Centres, hospitals with regard to the Service Users' needs and their well being to try and ensure consistency of care.

Relatives and staff will enable the Service Users to practice their religion at the local facilities.

Service Users will be offered a choice of meals with the main meal being served at Lunchtime or Dinnertime depending on Day Care provision. Suggestions from Service Users/relatives will be considered for inclusion in the menus.

Those Service Users who go out to work or attend Day Centres will be allocated a packed lunch or provided meals at their place of work.

### **SECURITY**

The Home is registered with the Care Quality Commission and complies with the statutory regulations and is inspected on a regular basis through visits to the home and self assessment.

Personal items are covered by the Home's policy to the value of £500; the Home is also covered for Public and Employer's liability to the value of £5,000,000 and £10,000,000 respectively.

### **SEXUAL AWARENESS**

Sexuality is a personal issue dependant upon the Service Users' level of development and understanding; any areas of need are identified in the Person centred Care Plan and will be dealt with as agreed by all concerned.

### **MANAGEMENT**

Mr Percival Drummond is the Home's Registered Care Manager and has successfully completed the Registered Managers Award/NVQ 4 in order to meet the Care Standards requirements as a Manager.

He has over 20 years' experience in managing this Home.

Miss Bell is the Senior Support worker with over 20 years' experience in the Home and is trained to NVQ Level 3.

Regular staff meetings are held to discuss and highlight the main Policies and Procedures and issues within the Home.

The basis of staff/Service User ratios meets National Care Standards recommendations but may alter as and when the needs arises to provide more specialised care.

### **SERVICE USERS' PERSONAL FINANCES**

Information concerning the Service Users' budget will be discussed during contract negotiations (and annually thereafter). This will highlight the income and expenditure in relation to the Service Users' personal spending on the following:

- a) Holiday (including escorts costs)
- b) Outing and Social events (including meals, escorts costs, mileage or other transport),
- c) Day Care and work expenses
- d) Clothes
- e) Pocket Money
- f) Personal requisites
- g) Savings
- h) Personal Room furniture/Décor of personal space
- i) Travel
- j) Personal hobbies and leisure equipment
- k) Personal enabling Service
- l) Meals out (excluding packed lunches)

The administration and financial arrangement for the total care of the Service User will be discussed and agreed with the Service Users Care Manager prior to admission therefore eliminating any problems that may arise.

### **ADMINISTRATION OF MEDICINES**

If a Service User is capable of self-administration of medication, then this will be the preferred method and a risk assessment will be done accordingly. Those residents that choose to do this must understand that the medicines must be kept in the provided secure place within their room.

The Home offers a monitored dosage system for dispensing medicines for those Service Users that are not capable of self-medication. Staff must adhere to the Home's Policy on Medicines and maintain accurate records of dispensing.

### **PETS**

Because of the physical nature of the Home, the management have decided that in the interest of other residents, having pets in the Home is not appropriate.

### **SERVICES COVERED BY FEES**

1. All meals, which include:-  
Early morning tea  
Breakfast  
Mid morning snack  
Lunch (including packed lunches)  
Afternoon snack  
Evening Meal  
Supper

A selection of beverages and fruit are available throughout the day. Packed lunches in the event of any Service Users' going out to work or attending a Day Centre.

2. All laundry services
3. Television/radio/ in the lounge and in each room if required.
4. A selection of in house books.

#### **AVAILABLE AT EXTRA COST**

1. Hairdressing
2. Personal requisites e.g. confectionery
3. Travel for personal reasons
4. Activity Co-ordinator
5. Personal Toiletries
6. Specially ordered meals from takeaways etc.
7. Private Podiatrist
8. Holidays/Various other outings
9. Clothing
10. Enabling Service
11. Personal Services – Hair and Beauty Services, Aromatherapy, Reflexology etc.

#### **FEE LEVELS**

Fee levels are based on assessed need and will be adjusted accordingly in April each year. The fees range from £1200 to £3000 per week. The reason for the difference will depend on whether the service user requires a higher level of personal care and support needs.

#### **COMPLAINTS PROCEDURE**

Service Users, their relatives or representative/Advocate, if they feel they have a legitimate complaint, may express themselves either verbally or in writing to the manager of the Home.

The manager will then investigate the complaint, take any necessary action and reply in writing within 28 days.

If the Service User, relative or representative feels that their complaint has not been dealt with to their satisfaction, then they may take the matter up with the authorities they feel can most effectively deal with it. Complaints can be forwarded to: The Care Quality Commission

### **ARRANGEMENTS FOR FIRE AND OTHER EMERGENCIES**

The Home has a Fire Safety policy for all staff to follow with drills being conducted every sixth months for Day Staff and three months for Night staff to comply with the regulations. Service Users are asked to co-operate in these drills in order that the Home can comply to the Fire Safety Policy and Care Standards regulations.

Other emergencies are covered in the Emergency Crisis Policy that stipulates what action staff need to follow. The Service Users and their relatives have full access to the Homes Policies and Procedures file should they wish to comment on its content.

All visitors must sign in and out of the home in the Visitors Book kept at the front door as part of the fire regulations to inform staff should the home needing to be evacuated.

### **QUALITY ASSURANCE**

*Our satisfaction is gained from the knowledge  
we provide an excellent standard of care for our  
Service Users' in a welcoming homely atmosphere.  
Our policy provides for continued improvement wherever  
possible and any constructive suggestions are most welcome.*

### **REVIEW OF THIS DOCUMENT**

**We keep this document under regular review and would welcome constructive suggestions from service users and other professionals/visitors. We will be issuing quality questionnaires to all Service Users and visitors to the home as part of our evaluation of our service.**

**Signed: PF Drummond**

**Date:03/02/2025**

**Reviewed: 03/02/2025**



