

Procedures Manual

Title: EDUCATION, TRAINING AND DEVELOPMENT

SD-28

1.0 Scope.

- 1.1 The provision of educational, training and employment opportunities to each WIDA service user which promotes their strengths, abilities and individual preferences.

2.0 Aims and Values

- 2.1 To ensure residents are supported to access opportunities for education, training and employment.
- 2.2 To ensure that WIDA services support children and adults appropriately in their development.
- 2.3 To ensure that WIDA complies with the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013.

3.0 Contents

- 6.0 Children's Services.
- 7.0 Adult Services.
- 8.0 Transitioning Between Services.

4.0 Referenced Documents

- C4-075 Service Users Assessment / Nursing Care Plan.
- C4-075 A/B/C Service Users Person Centred Plan.

5.0 Responsibilities

- 5.1 Person in Charge and all staff.

This is the procedure to be followed

6.0 CHILDREN'S SERVICES

- 6.1 WIDA staff will liaise closely with schools and parents to ensure that all children in WIDA services are supported appropriately and that staff are aware of any developments/progression in their education.
- 6.2 All clinical / educational psychology assessments, and any other relevant assessments, will be held in service user files and staff will consider them in planning care.
- 6.3 WIDA staff will attend school and multi-disciplinary meetings as requested.
- 6.4 Staff will assist service users to complete their homework. This will be prioritised over other activities.
- 6.5 Activities that are offered to children during their respite stay will primarily have a focus on learning and development, whilst also being enjoyable.
- 6.6 The goals set in A/B/C Service Users Person Centred Plan, C4-075 should consider the educational/developmental needs of the child. These goals should in turn influence the planning of activities.
- 6.7 Through communication with parents, and other significant people involved with a child, staff will be committed to carrying on programmes which have been established by other disciplines, to ensure continuity in the lives of children accessing WIDA services.
- 6.8 Staff should promote independence in children.

- 6.9 Any activities planned for a group of children, must take into account the needs of all children. For example, a child who is learning to be independent at toileting should not be involved in an activity that will involve a long drive.
- 6.10 Programmes for independent skills or personal skills will not be sacrificed for social activities.
- 6.11 Where children have after school or evening activities, staff will support them to attend.
- 6.12 WIDA acknowledges the importance of play for childhood development. Staff must ensure that a balance of play opportunities is available to children in a variety of different settings.

7.0 ADULT SERVICES

- 7.1 Staff will support service users with the practicalities of accessing education and employment.
- 7.2 Staff will support service users in identifying new opportunities.
- 7.3 Staff will encourage service users to consider Person Centred goals linked with personal development and learning opportunities.
- 7.4 Service users will be encouraged to access new opportunities and activities. Staff will promote new opportunities and support service users and their families to understand the importance of accessing new activities.
- 7.5 Staff are responsible for maintaining and promoting independent living skills for all service users.

7.6 Where a service user is being supported with a new activity, staff will ensure this has been risk assessed.

7.7 All activities that WIDA service users are supported to access will have an objective that is clearly stated in A/B/C Service Users Person Centred Plan, C4-075. This will be reviewed a minimum of every three months, or when the objective has been achieved.

8.0 TRANSITIONING BETWEEN SERVICES

8.1 WIDA will endeavour to provide the resources required to ensure a service user succeeds in a transition to another service or educational facility.

8.2 WIDA will ensure that a service user is not discharged until a full transition has been agreed, and a formal discharge meeting has taken place.