

## THORNAGE HALL INDEPENDENT LIVING : DAY SERVICE PROVISION INFORMATION DOCUMENT



### History

Thornage Hall was established as a Camphill Community in 1989. The Hall, built in 1482 is an impressive building overlooking the village of Thornage. A former grange of the Bishops of Norwich, the Hall and 70 acre estate was gifted to the Thornage Camphill Community East Anglia, by Lord Hastings in the 1980's.

Staff, volunteers and some of the first tenants helped to renovate the Hall to create the accommodation and convert the barn for communal use. Icen House was built in the early 1990's and Hawthorn was added in 2006. In 2008 we formed a partnership with Freebridge Community Housing so that they became the landlords for our tenants. We continue to work closely with Freebridge enabling us to benefit from their experience of housing and estate management.

### A Camphill Community

Thornage Hall Independent Living is a Camphill Community. Camphill Communities were established as intentional communities based on an ethical foundation that recognises the uniqueness of all individuals and seeks to respect, value and enhance the strengths and potential of everyone as inspired by the teachings of Karl Konig and Rudolf Steiner.

Central to this philosophy was the development of biodynamic farming to provide food for the communities, to care for the environment and also provide meaningful work for those living and working there. At Thornage we uphold a festival calendar which is based on Camphill values and we very much encourage all service users to become involved, a copy will be shared with you when you join and we request that you look at this to understand more about what we do and how we mark the calendar events.

The original values are reflected within our community through a commitment to:

- Providing meaningful work with service users and staff working together within a community setting
- Equality, where the contribution of everyone is equally valued
- Safeguarding the rights and responsibilities of everybody in the community
- Allowing freedom for individuals to explore spiritual and cultural aspects of their lives
- Care for the environment

# Our vision, values and mission

## Our Vision

An environmentally sustainable world where everyone can live, learn and work together in a meaningful way, regardless of ability or disability.

## Our Values

- Choice: in daily activities, in participation in the Thornage community, in participation in the wider community, in pathways to employment and volunteering, in skills development, in spiritual and cultural life
- Inclusion: in the wider community, in decisions in personal issues as well as life at Thornage Hall, in work, social, cultural, spiritual and home life
- Respect and Independence and Individuality: to be valued for who you are, to develop to your full potential, to develop your own spiritual and cultural beliefs
- Care and Support: for individuals, for the environment, for the community at Thornage Hall, for the wider community in Holt and Norfolk
- Respecting Rights and Responsibilities: for equality, for self-determination, for individuality, for safety
- Respect for the Environment: on the land, in our houses, in our daily living.

*(To demonstrate our values we use Reed beds which is one of the most ecologically sound ways of managing waste water. In order to maintain this we would request that you do not flush anything which could contaminate our system either down the toilet or the sink, this includes milk, oil, ink etc. If you are in doubt about flushing anything please ask a member of staff).*

## Our Mission - Striving together for the common good...

We strive to work together for people and the environment. We work both within our community at Thornage as well as with wider communities and organisations in Norfolk in order to meet the needs of adults with learning disabilities and keep environmental sustainability at the heart of what we do.

We aim to create a community with opportunities for work, learning, and personal expression in which:

- Individual's abilities and uniqueness are recognised and respected
- Personal development, contentment and friendship are promoted
- There are opportunities to develop the social, spiritual, emotional and physical well-being of individuals as the foundation for a fulfilling life
- People are supported to achieve their own aspirations
- Environmental sustainability is practiced and promoted

### **We are able to offer the following workshops to choose from:**

Art & Crafts (including illustration, printmaking & sculpture), Textiles, Weaving, Woodwork, Life Skills, Music & Drama, Herbs, Current Affairs, IT/Digital Skills & Photography, Bakery & Cooking skills. Our bespoke day service building and small bakery supports the delivery of these session with weaving taking place in our purpose built weavery home to a number of looms.

Our farm, land and market garden workshops include estate maintenance, animal husbandry, growing, sowing & harvesting a range of bio-dynamic products to sell to local retail outlets.

Group sizes are small and may depend on the mix of students in each group but our maximum group size is on a ratio of 1:6. Our day service provision is able to support anybody over the age 18 with an up to date needs assessment.

Products produced within workshops are often available to purchase either via our on-line shop, or at our Summer Fair or Christmas Fair. Details are available on our web-site [www.thornagehall.co.uk](http://www.thornagehall.co.uk)

Thornage Hall Day Service provision is open Monday – Friday 0900hrs – 1600hrs, we respectfully request that you arrive and depart on time as we are not commissioned to offer a service outside of these hours.

We close for a week over the Christmas period and we also close on Bank Holidays, our Statement of Purpose explains any other information you require.

## **NEXT STEPS**

Should you decide that Thornage Hall is somewhere you would like to join then we request a copy of an up to needs assessment from your social worker together with a completed Thornage Hall application form, this will enable us to understand more about you and determine whether or not our environment is able to meet your needs, goals and aspirations.

This information will be reviewed by our Admissions Panel who generally meet 4 times a year but extraordinary meetings may be called to review applications outside the meeting date(s). Where there is an agreement in principal that we are able to meet your needs, goals and aspirations a taster day will be arranged which we will fully support. If after having attended a taster day you and your support team, family or carers and staff at Thornage Hall feel that we will be able to meet your needs, goals and aspirations and that we are able to offer a place in the workshops which interest you, a contract and funding (Individual Service Order) will need to be agreed with your social worker where this is to be commissioned directly by the local authority.

If you have a personal budget or plan on funding this privately then you or your representative responsible for your finances will need to sign a Day Service Agreement between Thornage Hall as the service provider and you as the Service User. Otherwise our services are commissioned by the local authority responsible for carrying out your needs assessment.

During this time our Admissions, Welfare and Assessment Co-ordinator will draft up a number of documents to include (see list below) which will need to be read and signed by you and your support team, family, carers etc. You will also be given a Day Service Home Agreement document which explains more about how we will support you, how we expect family to communicate etc

A start date will be agreed and your first month will be a trial period to see how you settle and to allow us to review your progress. During that time we will meet with day service staff to assess and observe you in our environment, this will be your first interim review.

In line with our internal Quality Assurance Policy we will work with you and your support team, family or carers to agree on your personal goals and aspirations, agreeing on frequency of target dates/timeframes. These will be reviewed at least annually and staff will support you to work towards achieving your goals and aspirations.

On an annual basis our Workshop Leaders review their plans for the year, taking into consideration our Thornage festivals to ensure we acknowledge these, as well as any of our internal marketing events. This will support them to develop and complete daily observations, reflecting factually on how you worked within your workshops on that day. They will also complete skills assessments at least every three months which will focus on Health & Safety (Module 1) and also Working Relationships & Involvement (Module 2), these modules feature in every workshop together with specific areas relating to each workshop which will have been agreed annually and form the basic curriculum for each workshop.

As part of our overall Quality Management Policy the documents which we hold for each day service user, which will be computer based, will be broken down as follows:

**PROPOSED REVISED LAYOUT:**

- ADMISSION PAPERWORK to include needs assessment, application, contract
- COMMUNICATION with family and others involved in care/support
- CONSENTS
- EMERGENCY GRAB SHEET to include medical information
- HEALTH & SAFETY to include risk assessments, PEEP, accidents & incidents
- TIMETABLE to include skills assessment, daily observations along with photographic observations
- REVIEWS
- PERSON CENTRED CARE PLAN/SUPPORT PLAN to include PBS, records of concern and safeguarding concerns

In addition and as per our Quality Assurance and Improvement Policy, which will be shared with you should you decide Thornage Hall is the place for you, we carry out regular evaluations of the service we provide, usually in the format of a questionnaire supported by one of our Trustees. In addition we have a Service Provision Committee which meets at least 4 times a year to review the service as a whole. You and your family/carer will have the opportunity to share your views and feedback on our Day Services via this committee.

In the future, and as part of the Service Specification which relates to Day Opportunities for Adults with Learning Disabilities and/or Autism in Norfolk, we may need to review some of the workshops to ensure we work in accordance with the Pathways.

Pathway 1 – promoting wellbeing

Pathway 2 – promoting independence

Pathway 3 - skills and employment