

North Kirklees

Day Opportunities



Committed to providing excellent quality services for adults with learning disabilities

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About us

Welcome to North Kirklees Day Opportunities.

This booklet tells you about the Day Opportunities service which is owned and managed by Kirklees Council. If you think this service will suit your needs, then you can arrange to come and visit us and see for yourself the kinds of activities and opportunities we are able to support you with, and meet our staff teams.

Many people feel anxious at the thought of using day opportunities but you can be pleasantly surprised when you find out what we can offer as a service. This could benefit the individual and their family.

Who is North Kirklees Day Opportunities for?

North Kirklees Day Opportunities is for Adults who have a learning disability and who may have additional physical disabilities too.

We have six bases where we provide support for over eighty people every day to enable you to maintain and improve your independence skills, and to find activities in the community that you can access as well as having activities in the bases. Day opportunities

can give carers or family a break from their caring roles and take some time for their own interests.

It is a safe, informal, friendly place for you to make friends and enjoy both community activities and activities in the centres. Our aim is to support you to build new skills and develop existing ones.



Your first visit

We like you to visit before you start with us, so that you can meet the staff who will be supporting you, and the other people who attend the base. We like to get to know you and what you enjoy doing. This will help us with your person centred support and to plan our activity programme. Every person who uses our facilities is supported according to their needs.

Help and support

Everyone who uses the centre has their own Link Worker and their own individual support plan. A Link Worker is a member of staff who takes a special interest in your well-being and will build up a special relationship with you based on trust and knowledge. They will work with you and your family or carer to keep your support plan up to date.



Our aims and how we achieve them

We aim to

- **offer** fair access to quality day opportunities for people with learning disabilities
- **support** and include carers in our work
- **enable** people to be independent and make their own decisions and choices
- **encourage** people who use our services and their carers to be involved in planning and service delivery
- **improve** the quality of life of people with learning disabilities and help them to make use of community based activities and opportunities
- **provide** a high level of personal and emotional support according to individual needs

We do this by

- **creating** a safe, friendly and stimulating environment where people can socialise and interact with peers if they wish
- **ensuring** that everyone has their own Link Worker who will work with you and their carer(s) to formulate a support plan which will be unique to you and based on your identified needs and wishes
- **providing** a range of group, individual, centre and community based activities in which you can choose to participate
- **offering** opportunities for you to maintain and enhance your independence and life skills
- having twice yearly reviews and regular planning meetings with you to ensure you are happy with the activities you access.

Respect, dignity, independence, choice, privacy and rights are the six principles of care which underpin our service.

You have the right to:

- have your privacy respected and not to infringe on the privacy of others
- be treated with dignity at all times
- make choices around day to day living and major decisions, if this has no negative impact on others around you
- maximise your abilities and in doing so keep your independence
- have your rights respected and upheld
- feel fulfilment in your day to day life style and choices

Keeping your information safe

It may appear to you that we ask for a lot of information which at the time you may not see as relevant. However, this information is used to let us get to know you better and to keep you healthy, safe and understand your needs.

Each person has their own file with a photograph of them attached. The file contains a copy of your Person Led Assessment and Support Plan, signed by you or your representative. This identifies what outcomes will be met by attending day opportunities. We receive these documents from the assessor when they make the initial referral.

We need to know some details regarding personal care to help us formulate a detailed plan of care needs. We ask for details of carers/next of kin and medical information in case of emergency.

For this reason we need the information we hold to be as accurate and up to date as possible. Please let us know if any personal details change. The file will also contain

information about the activities you have taken part in and any correspondence you may send us or we may send you.

We will not usually disclose information to family or carers without agreement. However, if you agree we will keep relatives, friends or carers up to date with your care. All files are kept secure in a locked cabinet.

What else might the information be used for?

- To check the quality of the care provided (this is called a care audit)
- Help us manage and develop future services by monitoring current provision
- Although we may use information from your records for these purposes, be reassured that it is used in a way that does not identify you personally

The Data Protection Act 1998 allows you to access the information about you which is held on computer and in paper records.

Respecting people

We respect people's individuality, culture and beliefs and expect other people using our services to do the same.

We do not tolerate negative or personal comments directed at service users or staff members.

Our facilities and activities

In North Kirklees Day Opportunities, we have tried to create a safe, friendly and stimulating environment where people will feel comfortable and at ease. We have areas in the bases where you can have a quieter environment if you prefer, and we have areas where you can join in with activities.



We have a highly skilled workforce that receives regular statutory training as well as staff with more specialised training to deliver gastrostomy care and medication.



We use the new care certificate which was introduced in April 2015, alongside our comprehensive staff induction training to ensure all staff have the skills and knowledge to meet different needs of the people who attend day services.

We also have Qualified Learning Disability Nurses who are an integral part of the service and they oversee and deliver any medical support and advice where needed. They ensure that staff are competently trained to carry out gastrostomy feeds and gastrostomy medication. We have, within the bases, profiling beds and both ceiling and standing hoists and we provide effective pressure care management.



We have close links with the Community Learning Disabilities Team where we can access advice and involvement where needed from Speech and Language Therapists, Dieticians, Social Workers, Physiotherapists, Psychologists and Occupational Therapists, and we also have regular contact with Wheelchair Services. We will seek support and advice where needed for all your support needs.

Healthy, nutritious food

We provide a snack type lunch, and you will be involved in choosing and preparing the food you prefer. We will cater for your dietary or religious needs, and healthy food options are available. You will have access to drinks throughout the day. You may like to go out occasionally for your lunch, and this can be built into your activity planning.

Activities

We offer a wide range of activities, however, we are always open to new ideas and we try to find things that you find interesting. Some of the activities that people currently access include accessible cycling, bowling, golf, cinema, horse carriage riding, hydrotherapy and rebound therapy and paper rounds.

We support people to access sports centres where there is swimming, a gymnasium, sit-down aerobics and bowls. We access activities in Community Centres such as cookery and arts and crafts. We visit libraries and museums and have in the past had photography groups and art groups where people's work has been exhibited. We support some people to access voluntary jobs. Whilst you are in the base, we offer different activities, Wii, computer, arts and crafts, games, cookery to name a few.





Using our services

How do I get there?

You can provide your own transport, or access ours. We will organise pick up and drop off times and inform you and your carer about the details.

How much will it cost?

There is a charge for our day service. Depending on your situation you may be able to receive some help, however your social worker will explain this before you start day opportunities.

There are small charges for transport and meals, and also for some of the activities that you access each week.

No smoking policy

Smoking is not allowed, in any part of our building. However, if you are a smoker, you can smoke in the garden areas.

Complaints, compliments and comments

We hope you will be happy with our services but if not please talk to a member of staff so that we can try to put it right. If you are still not satisfied please complete a Complaints, Compliments and Comments Form which are available in the bases.

What now?

If you would like to come and see our bases for yourself, please telephone the number below to arrange a convenient time. Our management team will be delighted to give you a tour of our facilities and discuss your needs with you in more detail. A personal visit is the best way to really see what is on offer here.

For information on health and social care please contact your local Gateway to care:

Telephone: 01484 414933 or
Email: gatewaytocare@kirklees.gov.uk or
Visit: www.kirklees.gov.uk.

Or Contact North Kirklees Day opportunities direct on **01924 431427** and listen to the options and choose the Business support option who will put you through to the Manager or Deputies.

Information in other formats

Kirklees Council is committed to ensuring that its communication is clear, plain and available to everyone. This information can be made available in languages other than English. It can also be made available in large print, audio CD and Braille. Full details are available by telephoning 01484 414933.

یہ معلومات انگریزی کے علاوہ دوسری زبانوں میں، بڑی لکھائی میں، سی ڈی یا ٹیپ پر اور بریل میں بھی فراہم کی جاسکتی ہے۔ براہ مہربانی اس نمبر پر فون کر لیں: 01484 414933 (Urdu)

આ માહિતી અંગ્રેજી સિવાયની બીજી ભાષાઓમાં, મોટી છપાઇમાં, ઓડિઓ સી.ડી., ઓડિઓ ટેપ અને બ્રેઇલમાં ઉપલબ્ધ કરી શકાય છે. મહેરબાની કરી 01484 414933 નંબર પર ટેલિફોન કરો. (Gujarati)

ਇਹ ਜਾਣਕਾਰੀ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਬੋਲੀਆਂ, ਵੱਡੇ ਆਕਾਰ ਦੀ ਛਪਾਈ, ਆਡੀਓ ਸੀ ਡੀ, ਆਡੀਓ ਟੇਪ ਅਤੇ ਬ੍ਰੇਲ ਵਿਚ ਵੀ ਮਿਲ ਸਕਦੀ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ 01484 414933 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ। (Punjabi)

这些资料备有其它语文、大字体、语音光碟、录音带和凸字版本可供索取。请致电 01484 414933 查询详情。(Chinese)

Te informacje można nabyć w różnych językach, w powiększonym druku, na płycie kompaktowej lub na taśmie i Braille. Proszę telefonować na numer 01484 414933. (Polish)