

POLICY AND PROCEDURE

Special Needs

Category: members



SoLO
Life
Opportunities

38 Walnut Close,
Chelmsley Wood,
Birmingham,
B37 7PU

Charity No. 1102297
England Company No.
5025939

Introduction

Policy Statement

All of our members have special needs and our services are set up to respond to those needs in whichever way is deemed appropriate.

This special needs policy provides a focus for **the Trustee Board**, staff, volunteers and parents to develop and maintain appropriate resources, planning implementation, monitoring and evaluation to ensure that the needs of members are met in line with the aims of the organisation.

The aims and the objectives of the organisation are to provide a service for people with learning disabilities, their parents or carers.

We aim to:

- **ensure** the needs of the members **are** the principle focus of all our activities, policies and practices
- keep parents and other interested parties informed about the organisation so that they can make informed judgements about the effectiveness of the provision made
- ensure that members' individual needs and the needs of the groups in which they are placed are met in an appropriate and complementary manner and within a safe, **dignified** and stimulating environment.
- support the view that all members' are entitled to a broad, balanced and relevant range of activities appropriate to their individual needs
- provide appropriate staffing levels which will meet the members' individual needs and ensure a quality experience.
- provide appropriate training for staff and volunteers to ensure that they have the skills necessary to provide an appropriate service.

In meeting the requirements of this policy the **Trustee Board will:**

- Develop and maintain their role in line with their responsibilities.
- Support the staff in fulfilling their roles and seek to promote the development and effective running of the organisation.
- Approve, review and monitor the policies and practices of the organisation.

Admissions:

The admissions criteria are set in line with the organisations' stated aims and objectives within the constitution.

Therefore, admission on any project is confined to those children and adults who meet the criteria of 'learning disability' (a condition that is caused by damage to the brain or by genetic conditions, often from birth that is incurable resulting in, impaired learning and intellectual capacity).

In special cases, e.g. Integrated schemes which encourage mainstream young people and adults to work alongside their disabled peers, admission will be extended to include those without disabilities.

Discretion will be applied where a child or an adult has no specific medical diagnosis, but their behaviour clearly indicates the need for specialist provision to give their parents and carers respite from their significant caring responsibilities.

Transportation

Every effort will be made to ensure that members can access the leisure activity. This is particularly relevant in the case of those members who would not be able to attend without additional support being given.

Each project has its' own criteria for determining criteria for transportation and information on this can be supplied if requested.

Staffing Levels

Staffing levels will be set on the basis of a needs assessment which will be carried out for every member. If necessary a risk assessment which will also be carried out and appropriate staffing levels will be set. If the risk is deemed to be too great to either the member, other members or the staff/volunteers supporting the project, then **service provision** will be withdrawn.

Activities

All activities will be based on the member's ability level and interest. Wherever possible, activities will be differentiated to take into account the individual members ability levels. All activities will be risk assessed to ensure that they are appropriate for the member involved. Activities that are deemed to be too high a risk will be withdrawn.