



**BARRINGTON FARM  
DAY SERVICES**

## **Statement of Purpose**

**Barrington Farm  
Incatern Ltd  
Walcott  
Norfolk  
NR12 0PF**

**September 2017**

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Each service user can access a copy of the statement of purpose. The document will be reviewed annually unless circumstances dictate that it should be reviewed earlier.

## ***Aims and Objectives***

To provide a unique creative environment to promote a high standard of educational or skills orientated activities for adults with learning difficulties who may have other complex, physical, mental health or age related needs in order to enhance their quality of life

We will promote freedom of choice which may involve risk. Therefore maintaining staffing levels helps us to monitor risk(s) and make suitable changes to situations when necessary.

To support and nurture the working farm to promote skills in animal husbandry and land management that we believe strengthens group interaction and teamwork helping to prepare individuals for work placement.

To maintain strong links with local and outsider Art groups to promote service users work and offer specific workshops to enhance skills.

Open the Art Centre to the public as part of "Norfolk Open Studios" promoting the sale of service user's art work to the wider community.

Our central principals for providing day services will include self-determination and promote independence.

## **Philosophy**

Barrington Farm aims to provide its service users with a structured programme of activities designed to motivate and develop personal skills and abilities in a comfortable, relaxed and supportive environment.

Staff will maintain respect and promote individuality of all service users and will be sensitive to their needs. Such needs may be medical / therapeutic (for physical and mental welfare), cultural, psychological, spiritual, emotional and social. Service users participate in the development of their Person Centred Care Plans in which the involvement of family may be appropriate and greatly valued.

All Staff will be appropriately qualified to deliver the highest standards of service provision. A continuous staff training programme is implemented to ensure that these high standards are maintained in line with the appropriate Legislation and Regulations.

## Owner - Name, Experience, Communication Information

**Name:** Martin Bastow

**Experience:** Thirty years' experience in operating and developing the day facility.

**Contact:** Telephone Number: 01692 650707  
Fax Number: 01692 650330  
Email: [admin@barringtonfarm.com](mailto:admin@barringtonfarm.com)

## Day Service Management team – Name, Experience, Communication Information

**NAME:** Teresa Mackenzie: General Manager

Telephone Number: 01692 650707  
Fax Number: 01692 650330  
Email: [admin@janithhomes.org](mailto:admin@janithhomes.org)

**Experience:** Teresa MacKenzie – Eleven years experience as General Manager of Incatern and Janith Homes Ltd.

**Qualifications:** ILM level 5 in management.

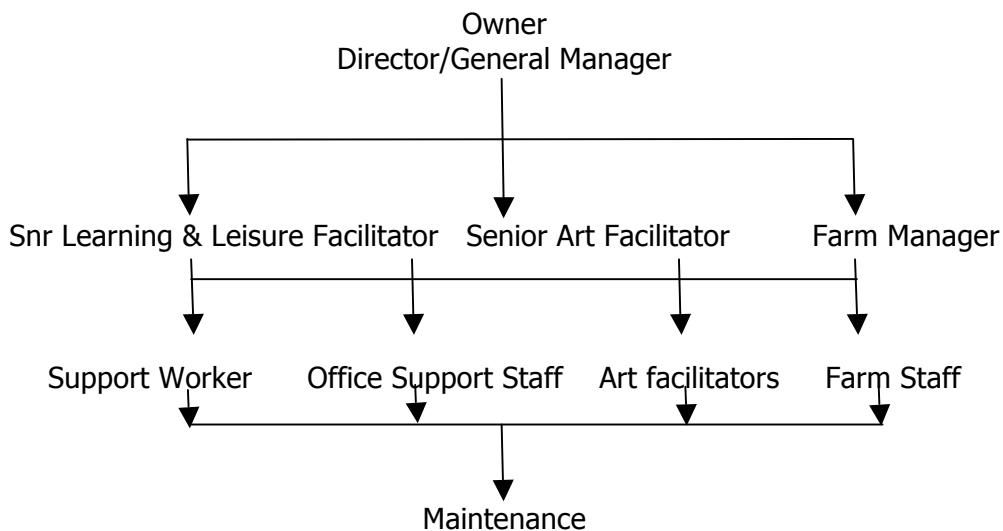
### Daily management:

Isobelle Valentin – Senior Learning & Leisure Facilitator  
Lorna Reeve – Senior Art Facilitator  
Jennifer Beck – Farm Manager

### Speciality of the Day Service:

Provision for adults with learning difficulties, including those whose behaviour challenges the service.

## Organisational Structure



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## **Facilities:**

The premises main facilities are housed in a tastefully converted Edwardian barn which accommodates a spacious art centre facilitating media including painting, textiles and sculptures.

There is also a communal area for fitness sessions, games, cinema, special events and other visiting workshops. A cafe area is available at break times and throughout lunch for a more informal and social area. Service users enjoy and are promoted to assist with the running of the cafe according to ability and assessment. This area of the barn is also used for serving lunch.

The sensory room has a selection of resources that enhance the experiences of sight, sound, touch and smell. A ceiling hoist enables access to all the facilities and an entrance porch provides an additional toilet and cloakroom facilities with suitable access for people with disabilities and ceiling hoist.

A games room has been developed which has a pool table and access to games consoles on request.

The small native breeds' farm provides an opportunity for service users to learn animal husbandry and other skills associated with maintaining the land and livestock. Outdoor activities are organised in the spacious grounds which incorporate wooded areas and a lake.

Access to the rooms and toilets have been designed for wheelchair access. Pathways provide clear access to the buildings. However the farm is not fully wheelchair accessible, particularly in inclement weather.

## **Application for Day Service Provision**

Service users interested in attending Barrington Farm Day Services are encouraged to visit the facilities and sample the atmosphere and level of service. An application form is required to be completed and funding agreed by placing authority or private individual. Contract would determine level of access and costs.

## **Commencement of Contract**

The Manager in charge will notify the staff accordingly. Barrington Farm would expect to receive an appropriate history for developing care plans and risk assessments with the full involvement of the person that is using the service.

All placements will be initially based on a four week trial period. The individual will be welcomed and introduced to the other service users and staff. Staff would ensure the service user is made aware of where the following are:-

- a) Toilets
- b) Activities
- c) Office
- d) Dining room, etc.
- e) Lockers

An informal discussion will take place with the service user in order to obtain further information and to help put him/her at ease.

## **Financial Arrangements and Fees**

We are committed to providing value for money within our comprehensive and caring service:

The fees charged are dependent on:

- 1 The type of facility required, and
- 2 The individual assessed needs of the service user
- 3 Management of behavioural difficulties
- 4 Personal care or 1:1 support
- 5 Staffing requirements

Depending on the personal financial situation, a service user can either pay the fees privately from their personal budget or these may be paid by a placing authority.

Travel and admission costs for activities outside of Barrington Farm e.g. organised outings, Personal Protective clothing i.e. overalls, Wellingtons etc. and sensory room sessions are not included in the fee.

## **Smoking**

Smoking is not permitted on Barrington Farm.

## **Fire Safety**

- The premises have a Fire Alarm System fitted that is directly connected to the fire service. There are "Fire Exit Notices/symbols" and "Fire Emergency Instruction Notices" displayed at strategic points throughout the home, as advised by the local Fire Department.
- Staff are instructed during induction training with regard to the Fire Prevention/Drills Policy this includes evacuation procedure, muster points, raising the alarm, etc. Service users are informed of the emergency procedure during admission.
- A full fire drill is conducted six monthly which involves evacuation. All fire systems and alarms will be tested monthly by staff, problems noted and addressed. Records are kept of all such testing as part of the Proprietor/Managers responsibilities.
- All fire fighting equipment and alarms will be serviced by a contracted service engineer.
- Where possible, furniture, fixtures and fittings must be made of fire-resistant or fire-retardant fabrics and materials.

## **Leaving or Temporarily Vacating**

If a person wishes to terminate their contract for day service provision then 4 weeks notice must be given of this intention, or 4 weeks fees paid in lieu of notice. These conditions are waived during the 4 week trial period. If a service user is temporarily absent the placement will be retained for a maximum of four weeks in any 12 month period provided the fee continues to be met as per social services contract.

## **Monitoring and Quality**

Within the Company there are various systems which ensure that close monitoring is maintained on all of the Company's services and procedures. Attention to the smallest detail is pivotal to everything that we do.

An important part of our quality programme is to involve the service users to meet this objective we have an annual quality assurance questionnaire. We hold regular meetings and an annual quality assurance questionnaire is issued to staff that allows the Company to review and analyse the requirements of those accessing the facilities provided.