



Bunyan Lodge

Statement of Purpose



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All aspects of the home will adhere to the following relevant legislation:

Care Quality Commission - Essential Standards of Quality and Safety

Social Care Act 2008

Health and Safety at Work Act 1974

Code of Practice for Social Care Workers

Complaints Procedure

NMC Code of Professional Conduct

The Company's Policies and Procedures



Bunyan Lodge
Statement of Purpose

1. DETAILS OF THE HOME:

Bunyan Lodge is a Residential Care Home which is currently registered to provide “accommodation for persons who require “nursing or personal care”, “diagnostics and screening” and “treatment of disease, disorder and injury” registered for 16 Service Users receiving 24 hour care. It is part of Apex Care Homes Ltd, a family run business established in 1983, which now runs 4 homes caring for 125 service users.

Bunyan Lodge’s address and contact details are as follows:

Address: 66 – 68 Kimbolton Road
Bedford
MK40 2NZ
Tel No: 01234 346146
Fax No: 01234 325349
Email: alison@apexcare.co.uk
Website: <http://www.apexcare.co.uk>

2. REGISTERED MANAGER:

The Manager of the home is Mr Anthony Frisby he has been the manager of Bunyan Lodge since 2009. His qualifications consist of NVQ Level 4 in Care, IOSH Health & Safety and Registered Managers Award. Mental Health and Social Work Diploma Level 4.

3. REGISTERED PROVIDER:

The Registered provider is a limited company known as:-

Apex Care Homes Ltd
10 The Crescent
Bedford
MK40 2RU

Telephone number:- 01234 266933

Email:- alison@apexcare.co.uk or andrea@apexcare.co.uk

Mrs Saroja Thasan, Ms Indranee Thasan and Mrs Andrea Thasan are the three directors of the home

Qualifications and Experience:

Mrs Saroja Thasan is a trained nurse, RGN, DN, MCIM

Ms Indranee Thasan has 20 years of business management experience

Mrs Andrea Thasan (LLB Honours) qualified as a solicitor in 1998. From January 1999 to December 2005, she was employed as a solicitor within a local authority, specialising in child care law and protection. She commenced employment as the General Manager within Apex Care Homes Ltd in December 2005 and at present sits as a member on the Bedfordshire Safeguarding Board representing home providers and the Bedford Mental Health and Learning Disability Partnership Board. She completed the Social Care Leadership Development Programme run by SCIE (Social Care Institute for Excellence) in 2008.

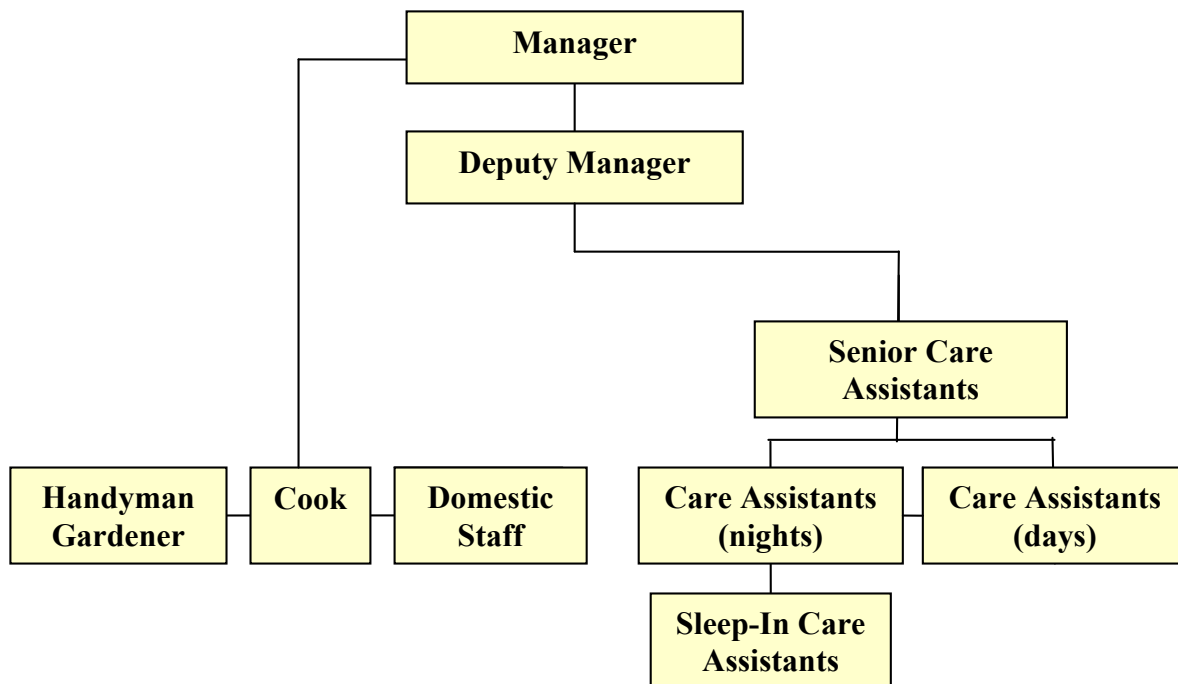
4. STAFF INFORMATION

The home is staffed by a Manager, Deputy Manager, Senior Carers, Carers and various domestic staff to include domestic and maintenance staff.

Staff receive on-going and extensive training in all areas of care, including, Safeguarding of Vulnerable Adults. Training is also tailored to meet the individual needs of the Service Users they care for. Therefore training is encouraged in dementia awareness, mental health and challenging behaviour, person centred care, dignity in care, etc. Apex Care Homes is accredited by Investors in People.

The manager will ensure that training is conducted in accordance with requirements laid down by the Skills for Care Council.

5. ORGANISATIONAL STRUCTURE



6. FOR WHOM IS THE ACCOMMODATION INTENDED FOR AT BUNYAN LODGE?

Bunyan Lodge specialises in caring for male and female adults over the ages of 18 with mental health needs in residential care.

Bunyan Lodge welcomes Service Users irrespective of their race or ethnic origin, creed, colour, religion, political affiliation, marital status, parenthood, sexual gender or sexual orientation. The sole criterion for admission to Bunyan Lodge is the perceived ability of the home to meet the assessed care needs and to assist the service user to fulfil their person centred ambitions.

Bunyan Lodge will assess the individual needs of the Service User prior to admission to see if they are suited for the home.

7. WHAT NEEDS WILL BUNYAN LODGE AIM TO MEET?

WHAT ARE THE AIMS AND OBJECTIVES OF THE SERVICE?

The aim is to meet an individual's person centred needs through principles of best practice and in line with their rights and choices and by providing trained staff to cater for those needs. Staff will be responsive to the individual needs of the Service Users. We encourage Service Users to remain active, socially inclusive and to continue to fulfil any aspirations they may have focussing on and promoting ability as opposed to disability, and to provide the appropriate degree of care to assure the highest possible quality of life within the home. Multi-disciplinary team members, where appropriate, will be involved in the decision making process with regards to the Service Users care. Multi-disciplinary Teams are made up of:

Arts Psycho Therapists	Dietician	Sensory Impairment Team	Social Workers
Occupational Therapists	Intensive Support Team	Speech and Language Therapists	Physiotherapists
General Practitioners	Practice Nurse	Psychiatrist/ Psychologists	Community Nurse
Medical Practitioners	Care Manager	Tissue viability/District Nurse	

8. WHAT CARE IS PROVIDED AT BUNYAN LODGE?

Bunyan Lodge does not admit Service Users with nursing needs and therefore general nursing is not provided. However, the situation will be reassessed if the need for nursing arises by involving all the relevant professionals to see whether the care could be provided within the home with the community support.

Bunyan Lodge aims to provide Service Users with a secure, relaxed and homely environment in which their care, well being and comfort is of prime importance. Staff will preserve and maintain the dignity, safety, individuality and privacy of all Service Users, treating everyone with respect, within a warm and caring atmosphere and be sensitive to any changing needs. Such needs may be medical, psychological, cultural, spiritual, emotional and social. We seek to constantly innovate, change, improve and develop in line with our Service Users needs and be receptive to all suggestions for improvement. Service Users will be encouraged to participate in the development of their individualised person centred care plans, and the involvement of family where appropriate will be valued.

Care Plans will identify Service User's likes and dislikes and choice will be provided wherever possible, including choice of menu, any special religious/cultural or medical dietary requirements will be catered for. We promote Service Users' involvement and participation in how the home is run thereby empowering them to effect change.



9. ADMISSION TO BUNYAN LODGE

Bunyan Lodge will only admit service users who require nursing or personal care and treatment of disease disorder or injury in line with the expertise it has built up in caring for the service user groups specified in paragraph 6. A care needs assessment will be carried out to determine whether the home can cater for any service user's individual care needs.

All Service Users, family, friends and professionals are invited to visit Bunyan Lodge prior to admission wherever possible and any service user moving into the flat would need to view the rooms available and be happy with the service on offer and agreement they would need to sign prior to moving in.

The Service Users are admitted to Bunyan Lodge on a trial period of 3 months.

Service Users are given a copy of the contract and Service Users guide.

The agreement should be in place between the funding authority and the home prior to admission.

No emergency admissions are accepted to Bunyan Lodge nor will Service Users with severe challenging behaviour be admitted.

10. SOCIAL ACTIVITIES, HOBBIES AND LEISURE INTERESTS

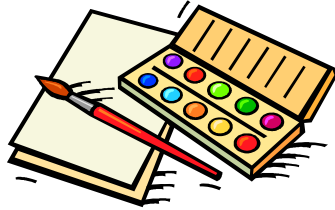
Service Users have access to the community drop in centre following an assessment by the manager or the drop in centre. They are encouraged to attend befrienders, confidence building classes, gardening classes, art classes, computer classes, beauty therapy, leisure centre, fitness classes, swimming, work outs at the gym, to engage in work based skills or training etc.

Social activities have included; pub outings, walking, shopping, holidays to the Norfolk Broads and the Isle of White, day trips out ie Duxford Air Museum, the seaside.



In house social activities can include indoor board games, table top football, BBQ's, parties, sing-along entertainers and playing games consoles

Service Users are encouraged to pursue their life skills and hobbies such as budgeting, cooking, washing and cleaning, return to work programmes, reading, writing, painting, watching TV, bingo, listening to music, etc.



11. OPERATION OF BUNYAN LODGE AND CONSULTATION WITH SERVICE

Service Users are encouraged to take part in Service Users meetings regarding the operation of the home. Service Users are at liberty to meet the manager or key worker if they so wish on an individual basis and representatives of senior management as part of the “Your Say” campaign where Service Users are encouraged to have their say on how the home is run. Service User are also asked to fill in a yearly “Your Say” questionnaire where any matter raised or suggestions made are then acted on.

There is also a suggestion box for Service Users and visitors to post suggestions along with comment cards.

Service Users also have an advocate who they can visit whenever they wish to do so and advocates are encouraged to attend Service Users meetings where possible.

Service Users are encouraged to attend care reviews and are involved in their care planning meetings.

Service Users are involved in menu planning and in the choosing of their holidays.

Service Users are asked to complete Service User’s satisfaction questionnaires to provide feedback and give their opinions on all matters regarding the running of the home.



12. FIRE AND EMERGENCY

Bunyan Lodge has policies and procedures in place for dealing with fire precautions and emergency procedures.

Staff receive awareness training in the important policies as part of their induction and arrangements are in place for all staff to undertake full training in Fire Safety, First Aid and Health & Safety and all other mandatory courses.

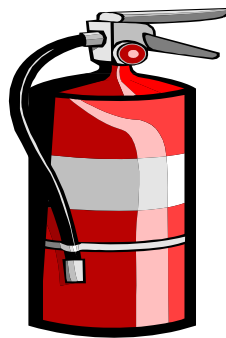
Fire alarms are tested and fire drills are carried out weekly.

All fire equipment is regularly checked and serviced by a recognised and certified company.

Service Users are informed of the fire and other emergency procedures as part of the Service User information process at the admissions stage.

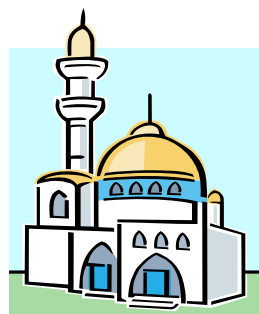
Links have been established with local fire officers to visit yearly.

Fire Safety Risk Assessments are being carried out yearly or beforehand if required by material changes.



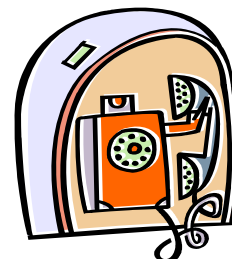
13. RELIGIOUS SERVICES

Service Users are encouraged to follow their religious preferences and will be assisted in attending a place of worship of their choice, and on occasions some Service Users have chosen to accompany staff members to church.



14. KEEPING IN TOUCH WITH RELATIVES, FRIENDS AND REPRESENTATIVES

Service Users are encouraged to contact their relatives, friends and representatives to maintain their relationships by the use of the pay phone provided at Bunyan Lodge.



We have an open visiting policy but ask that night time visits are kept to a minimum to avoid disturbing other service users. Visiting agreements for the flat are set out in the separate agreement service users are required to sign prior to admission due to the need to be considerate to other residents in the flat.

Service Users are encouraged to invite their family and friends to Bunyan Lodge and for social events for example Christmas Party, Summer BBQ, Summer Fête etc.

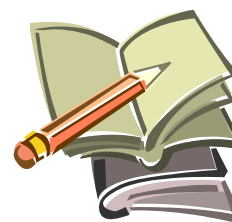
Service Users family, friends and representatives are invited to attend care review meetings and also to meet with the manager to discuss any other issues.

Relatives are also sent a questionnaire on the homes performance and any comments are invited.

A signing in book is provided at Bunyan Lodge for all visitors to sign in and out and a book in the flat.


15. COMPLAINTS

If concerns cannot be resolved informally with the staff and manager, there is a formal process for handling complaints. The Home's Policy provides for appropriate investigation and a timely response to the complainant, and if required the means to take the complaint to the appropriate regulatory authorities.



This is further explained in the Service User's Welcome Booklet and the Service User is also made aware of the right to complain when admitted to the home.

If you feel unable to have your complaint resolved within the company you can take it to the Care Quality Commission or any funding body.

Care Quality Commission		03000 616161
Citygate		
Gallowgate		
Newcastle upon Tyne		
NE1 4PA		

Or, you have the right to contact your local authority Adult Social Care Team

Luton		01582 547659
Bedford		01234 267422

If you feel unable to deal with your complaint alone you can get help from POhWER who will provide you with an advocate.

POhWER		0300 4562370
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People who use social care services have the right to take their complaint to the Local Government Ombudsman -

The Local Government Ombudsman		0300 061 0614
PO Box 4771		
Coventry CV4 0EH		

It is the policy of Bunyan Lodge to strive to ensure that compliments outweigh complaints.

16. CARE PLANS

Person Centred care plans will be drawn up involving Service Users and relevant others, they will be reviewed at least monthly at the care plan review meeting or sooner, dependent on the need.

Care review meetings are attended by multidisciplinary team members, Service User, relatives and key workers and the above will also be involved in any transitional plans agreed.



17. ACCOMMODATION AND LIVING SPACE AT BUNYAN LODGE

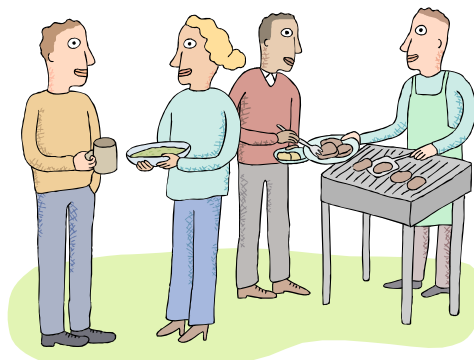
Bunyan Lodge consists of two Victorian houses which have been joined together to accommodate 16 Service Users in a residential area near Bedford. It is centrally located with easy access to shops, Bedford town and transport links like the railway and bus station

Bunyan Lodge is arranged on three storeys and has the facility of 1 passenger lift between floors.

Bunyan Lodge has communal areas which include lounges and dining areas. There is a smoking room available for Service Users who wish to smoke and a separate quiet room for Service Users who wish to just relax in peace.

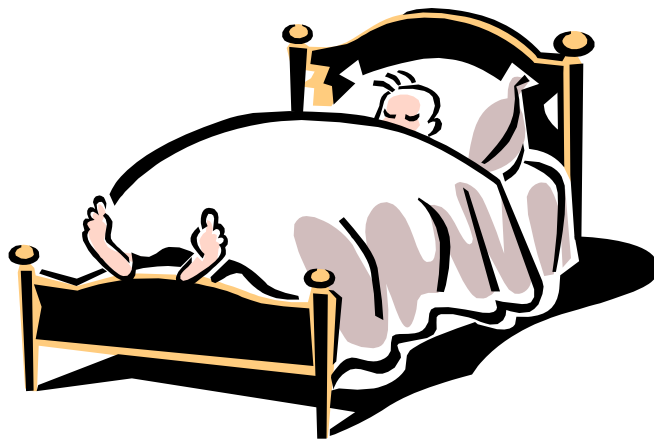
There are bathrooms, showers and toilet facilities on each floor.

Bunyan Lodge has a good garden to the rear of the house with sitting areas for the Service Users to use.



18. INFORMATION ON NUMBER AND ROOM SIZES

Room number / Identity	Number of Beds	Details
		Room Size (Sq Metres)
Bedroom 1 1 st Floor	1	9.309
Bedroom 2 1 st Floor	1	15.297
Bedroom 3 1 st Floor	1	10.048
Bedroom 4 1 st Floor	1	13.541
Bedroom 5 1 st Floor	1	12.257
Bedroom 6 1 st Floor	1	10.571
Bedroom 7 1 st Floor	1	12.370
Bedroom 8 2 nd Floor	1	9.588
Bedroom 9 2 nd Floor	1	13.972
Bedroom 10 2 nd Floor	1	13.651
Bedroom 11 2 nd Floor	1	12.249
Bedroom 12 2 nd Floor	1	13.420
Bedroom 13 2 nd Floor	1	12.110
Bedroom 14 2 nd Floor	1	12.489
Bedroom 15 2 nd Floor	1	10.372
Bedroom 16 1 st Floor	1	13.808



19. PRIVACY, PROTECTION AND DIGNITY FOR SERVICE USERS

Bunyan Lodge and its staff aim is to ensure that the care service is delivered flexibly, attentively and in a non-discriminatory fashion whilst respecting each Service User's rights to independence, privacy, dignity, fulfilment and the right to make informed choices, as reflected in their individual care plans and in line with the principles of valuing people. Service Users have the right to expect to live free from abuse and Apex Care Homes provides ongoing training for staff and complies with the local safeguarding policy in relation to the safe guarding of vulnerable adults. Apex Care Homes is committed to providing an environment where Service Users feel safe and family members feel free to raise any concerns. As such a separate leaflet has been provided for Service Users and families with respect to the safeguarding procedures.

Bedford Safeguarding Office

☎ 01234 276222

Email: adult.protection@bedford.gov.uk.

Private phone calls can be made and received at any time.

Mail is given to Service Users when delivered and is recorded.

Individual keys are kept by the Service Users for their bedrooms.

All Service Users have the right to live a life free from abuse and as such the home strictly adheres to the local safeguarding policy and training on safeguarding of vulnerable adults is given to both staff and Service Users alike.

The home has implemented Dignity in Care training and has dignity champions in each home.

Any issues between Service Users in relation to respecting each other's privacy and dignity can be raised with their key worker or manager or addressed through regular Service Users meetings.

For more information regarding privacy please refer to our privacy notices for Service User and for Relatives & Friends



Bunyan Lodge