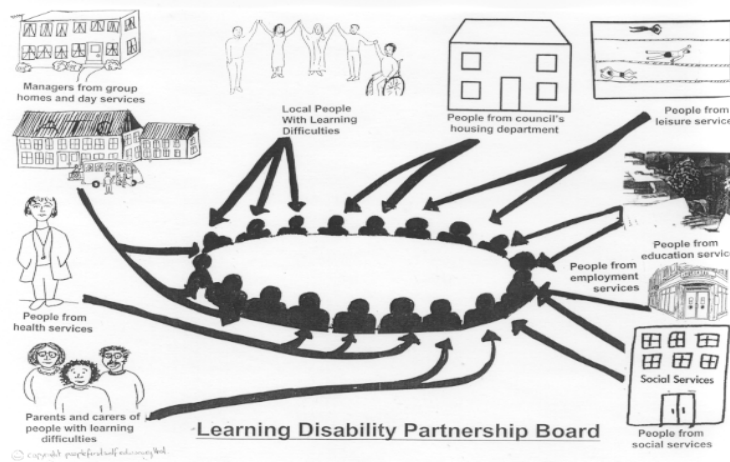


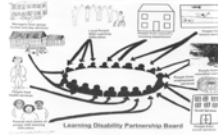
Brighton and Hove Learning Disability Partnership Board



BETTER LIVES STEERING GROUP

Social & Leisure Clubs Good Practice Guide

SEPTEMBER 2007



Introduction

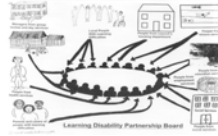
Brighton & Hove Partnership Board and the Better Lives Sub Group have produced this Good Practice Guide as a response to growing requests to have something in place that helps social & leisure clubs to provide interesting, fun and safe clubs and activities.

Brighton & Hove have enormous amount of leisure opportunities and people with learning disabilities can and will access all those opportunities with support. There are many examples of excellent mainstream leisure opportunities that welcome people with learning disabilities. This is the main emphasis of the work of the Partnership Board. However there are also specialist social & leisure clubs that have grown up through demand from individuals and their families. These social & leisure clubs are often supported by volunteers and are often not funded through Brighton & Hove City Council.

This Good Practice Guide is for those social & leisure clubs.

The Good Practice Guide is divided into three sections;

1. How the clubs are run
2. Person-Centred Activities
3. Service User Involvement



HOW THE CLUBS ARE RUN

1. An information pack that is accessible is available for people who access the club.

The information pack should contain the following:

- Aims of the Club/Activity
- Who is running the Club and how it is financed.
- Statement of people's rights including anti-discriminatory practice.
- Qualification and experience of the Manager/Responsible Person of the Club.
- What is being provided, facilities, opening hours, range of activities, number of places and transport arrangements.
- Charges: what they are and to whom they are payable.
- List of policies and procedures such as health & safety, medication, risk, accidents & incidents, safeguarding adults, user involvement, dealing with violence, whistle blowing, and complaints and where they can be accessed from.

2. The buildings that are used are accessible, safe and pleasant.

- The buildings that are used are fully compliant with requirements under the Disability Discrimination Act.
- The layout of the building will support independence.
- The buildings comply with current fire regulations, health & safety requirements, and environmental health regulations.
- The building is clean, comfortable and warm.
- The club has the necessary insurance for employees, public liability and building and content (if appropriate).
- Appropriate security measures will be in place.
- All transport will be accessible, fit for purpose, reliable and flexible to meet individual's requirements.

3. Staffing/Volunteers

- Staffing/Volunteer arrangements will be sufficient to meet the individual social and physical support needs of the people attending the clubs.
- All staff and volunteers should be checked through Criminal Record Bureau (CRB) and Protection of Vulnerable Adults (POVA).
- All staff and volunteers need to complete an application form which details their previous experience, work and education. References need to be taken up from previous employers.
- Staff and Volunteers should have a set of agreed core competencies.
- Staff and volunteers should be encouraged to receive training.
- The ethnicity of the staff/volunteers should reflect the local community.
- The gender of the staff/volunteers will be appropriate to the gender mix of the people who access the clubs.



PERSON CENTRED ACTIVITIES

1. Choice

- Individuals will receive accessible information detailing what is available.
- Individuals need to be supported to choose activities that they want to be involved with.
- Individuals will have time to consider choices without pressure.
- Individuals will be able to come and go, provided arrangements for safety are in place.
- If individuals are unable to take part in any activity, the reasons for this will be fully discussed with them.

2. Respect & Dignity

- Clubs will not exclude anyone on the grounds of race, age, religion, ethnicity or sexual orientation.
- Individuals will be treated with due respect to their race, culture, age, religion, disability, gender and sexual preference and will not experience any form of discrimination.
- Individuals will be called by their preferred name or title at all times.
- Individuals will be treated politely at all times.
- Individuals will have their rights and responsibilities explained to them in a way that they understand.
- Individuals will be helped with intimate physical care and treatment sensitively, discreetly and in a way that maintains their dignity.

3. Privacy

- Individuals will be able to discuss their needs in confidence and privacy with a member of staff/volunteer if they wish to.
- No permanent records will be kept about individuals unless required by law.
- Individuals can be confident that staff/volunteers will not speak publicly about them unless it has been agreed with the individual beforehand.

4. Safety & Risk

- The club will ensure that the buildings are safe and working practices minimize risk.
- Individuals will be involved in formal risk assessments for activities carried out by the club through trained staff/volunteers and offering a balance between individual needs and preferences and the needs of other people who access the club.
- Individuals will receive a copy of their risk assessment report.
- Individuals will receive guidance and support to use the club and its activities safely.
- Individuals will not experience any form of bullying, harassment, or any other form of abuse.
- Any concerns must be reported under the Pan Sussex Safeguarding Adults Policy and Procedures.
- There needs to be an appropriate level of staff/volunteer to ensure safety.
- No physical restraint will be used.
- The Club/Activity will have a whistle blowing policy in place.



5. Social, Health and Cultural Needs

- Individuals will be encouraged and supported to develop and maintain existing friendships and relationships.
- Individuals are supported with their health needs as appropriate.
- Individuals will be supported to communicate at the speed and in the style they wish.
- Appropriate communication services, aids and equipment will be readily available for individuals.
- Staff/volunteers understand implications of cultural, religious beliefs and faiths.
- The needs of individuals from black and minority ethnic communities will be understood and catered for.

SERVICE USER INVOLVEMENT

1. Engagement with the Club/Activity

- Individuals will be given the opportunity to take part in the day to day management of the club/activity.
- Individuals should be involved in the running of the club/activity, recruiting new staff/volunteers, planning activities, monitoring of the quality of the activities and to develop plans for the future.
- Individuals should be supported to resolve any conflict arising with staff/volunteers of another club member.

2. Views on the Club/Activity

- Individuals will be fully informed and understand their right to comment or complain about the club/activities and will know how to use the formal complaints procedure and how to complain to Brighton & Hove City Council.
- If individuals have an independent representative or advocate or belong to an advocacy group, staff/volunteers will take their views seriously.
- Individual's concerns and complaints will be dealt with quickly and sympathetically, and feedback will be given as to the outcome of the concern or complaint.
- Regular satisfaction surveys should be undertaken and the outcomes reported back to members of the club/activity.
- Individuals should be able to give their views anonymously if required.

3. Community Engagement

- Individuals will be encouraged to view the club/activity as part of the local community, not separate to it.
- Individuals should be given opportunities to access other community activities.
- Individuals will be encouraged to use public transport, as appropriate.
- The club/activity will liaise with other local services and groups to identify opportunities for joint working and development for the benefit of people with learning disabilities.