

Brighton and Hove Learning Disability Partnership Board



Good Practice Guide

Clubs for People with Learning Disabilities

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. This Guide should be a help to people who run the clubs and activities. All the advice will not be right for all clubs and activities as they will be different in size and type. We hope this Guide is of use and would welcome any comments for improvements

Better Lives Sub-Group
Brighton & Hove Learning Disability Partnership Board

For more details and support, you can also go to:

MENCAP

www.mencap.org.uk

Go to bottom of the 'Home Page'

Click on 'Local Groups' – You will see a list of 'Policy Documents'

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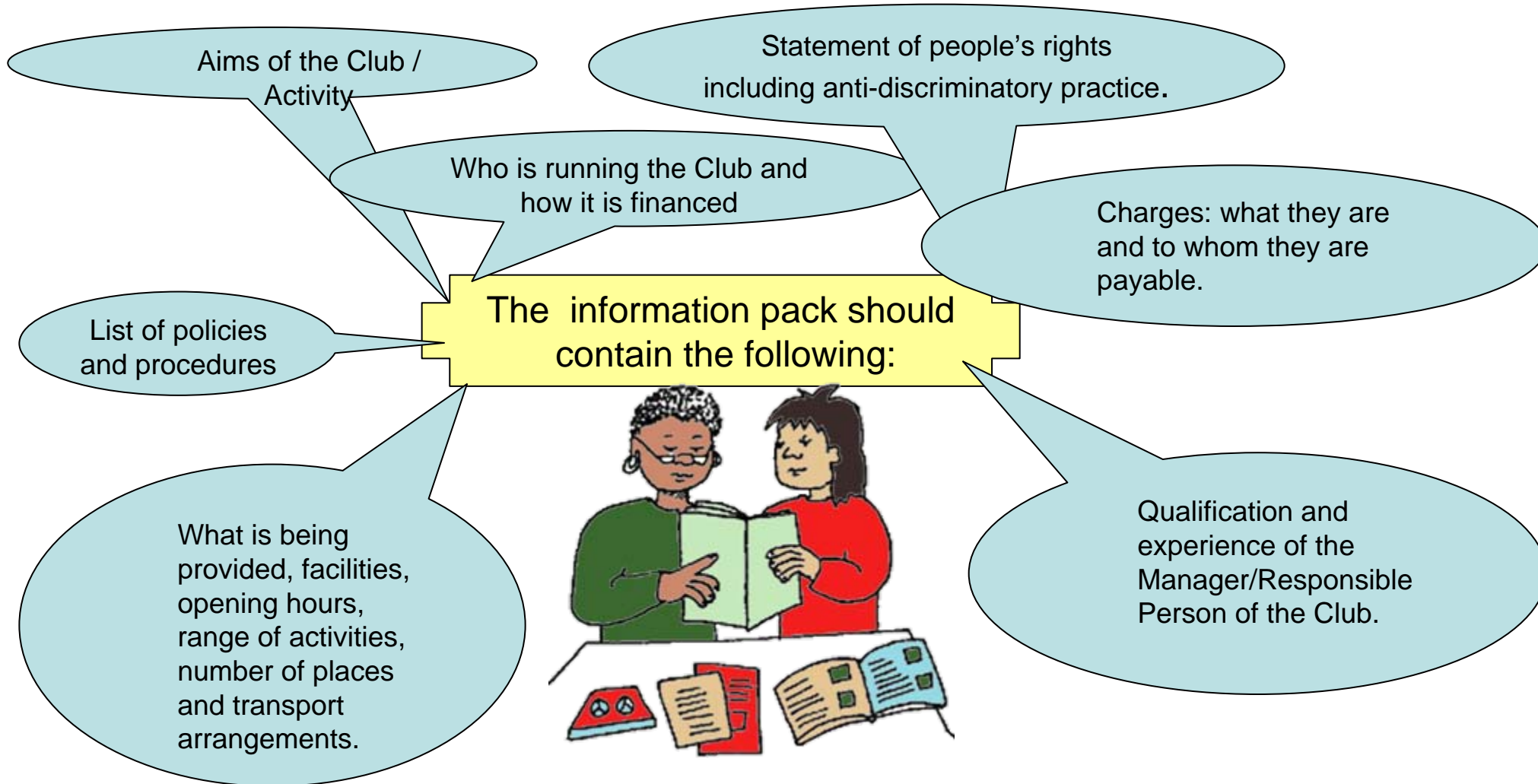
How the Clubs are Run

A

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

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What you need to know about coming to the club



A

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

=

The place will be safe

Appropriate security measures will be in place.

The club has the necessary insurance for employees, public liability and building and content (if appropriate).

The building is clean, comfortable and warm.

The buildings comply with current fire regulations, health & safety requirements, and environmental health regulations.

The layout of the building will support independence.

What the building should have

All transport will be accessible, fit for purpose, reliable and flexible to meet individual's requirements.



The buildings that are used are fully compliant with requirements under the Disability Discrimination Act.

A

Staffing/Volunteers

= The people are there to help you.

The gender of the staff/volunteers will be appropriate to the gender mix of the people who access the clubs.

Staffing/Volunteer arrangements will be sufficient to meet the individual social and physical support needs of the people attending the clubs

The ethnicity of the staff/volunteers should reflect the local community

All staff and volunteers should be checked through Criminal Record Bureau (CRB) and Protection of Vulnerable Adults (POVA).

Staff and volunteers should be encouraged to receive training

Staff and volunteers should be good

Staff and Volunteers should have a set of agreed core competencies.

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



B

Person Centred Activities

B

Choice

=

You will have a choice about what to do

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..

Individuals will have time to consider choices without pressure.

Your choices will be respected

Individuals need to be supported to choose activities that they want to be involved with.



Individuals will receive accessible information detailing what is available.

B

Respect & Dignity

= People will be polite and treat you as an adult

Clubs will not exclude anyone on the grounds of race, age, religion, ethnicity or sexual orientation

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

People are treated fairly and are listened too

Individuals will be treated politely at all times.

Individuals will be called by their preferred name or title at all times.

Respect

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.



B

Privacy

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You will not be talked about

Individuals will be able to discuss their needs in confidence and privacy with a member of staff/volunteer if they wish to.

Individuals can be confident that staff/volunteers will not speak publicly about them unless it has been agreed with the individual beforehand.

People's Business is Private

No permanent records will be kept about individuals unless required by law.



B

Safety & Risk

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People Are Safe

The Club/Activity will have a whistle blowing policy in place.

No physical restraint will be used.

Any concerns must be reported under the Pan Sussex Safeguarding Adults Policy and Procedures

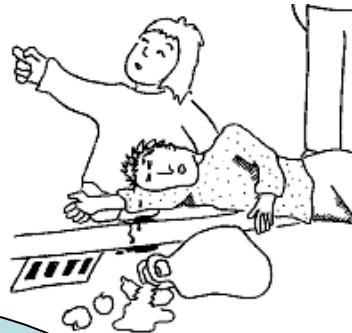
Individuals will receive guidance and support to use the club and its activities safely

The club will ensure that the buildings are safe and working practices minimise risk.

You Will be Safe and be supported to take risks

Individuals will not experience any form of bullying, harassment, or any other form of abuse

Individuals will receive a copy of their risk assessment report.



There needs to be an appropriate level of staff/volunteer to ensure safety

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

B

Social, Health and Cultural Needs

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People's Needs are Met

Appropriate communication services, aids and equipment will be readily available for individuals

Staff/volunteers understand implications of cultural, religious beliefs and faiths

Individuals will be supported to communicate at the speed and in the style they wish.

People will have their diverse Needs met

Individuals are supported with their health needs as appropriate

Staff/volunteers understand implications of cultural, religious beliefs and faiths



Individuals will be encouraged and supported to develop and maintain existing friendships and relationships

C

Service User Involvement

C

Engagement with the Club/Activity

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People are Involved

Individuals should be supported to resolve any conflict arising with staff/volunteers of another club member.

Individuals will be given the opportunity to take part in the day to day management of the club/activity.

People are Included as Partners in the Running 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



C

Views on the Club/Activity

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Your Views will be Heard

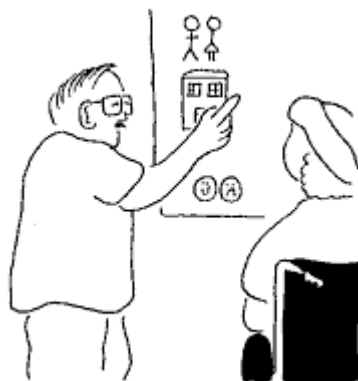
Regular satisfaction surveys should be undertaken and the outcomes reported back to members of the club/activity

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

If individuals have an independent representative or advocate or belong to an advocacy group, staff/volunteers will take their views seriously

You will have Information, and you Will be asked what you think.

Individuals should be able to give their views anonymously if required.



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

C

Community Engagement

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To Use Services like Everyone Else

Individuals will be encouraged to use public transport, as appropriate

Individuals will be encouraged to view the club/activity as part of the local community, not separate to it

You Will be Supported to Use Services like Everyone Else

Individuals should be given opportunities to access other community activities.



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

APPENDICES

- 1. CLUBS AND ACTIVITIES IN BRIGHTON & HOVE**
- 2. POLICIES AND PROCEDURES THAT MAY BE USEFUL TO HAVE**
- 3. WHAT THE WORDS MEAN**

1. CLUBS AND ACTIVITIES IN BRIGHTON & HOVE

NAME OF CLUB/ EVENT	ORGANISER & CONTACT DETAILS	COST	WHERE MEETS	WHEN MEETS	HOW FUNDED?	HOW MANY VOLUNTEER S & CRB?	HOW MANY ATTEND ?
Ace Of Clubs Social Club (Independent)	Contact Spiral For Details	75p	St. John's Centre, Palmeira Square	Saturdays 1pm – 4pm Alternate Weeks To Tumbling Dice Club			
Blue Camel Club	Carousel Community Base, 113 Queens Road, Brighton, BN1 3XG	£3.00 Per Person & Carers Are Free	The Old Market, Upper Market Street, Hove	4 Art Showcase Events Each Year	LDDF £15,000 Charitable Trusts £5,000 Ticket Sales £1,600	Managed By A Committee Of 7 DJs And Artists With A Learning Disability	200 – 400 Per Event
CHERISH YOUTH CLUB (For 16-19 Year Olds)	Chris Kerridge Children's Disability Service 295192 Or 295530 55,Drove Rd, BN41 2PA	£4.50 /£6 Per Session	Avondale Centre Montefiore Rd, Hove	Thursdays 6.30pm – 9pm (Term Time Only)	B & H Council's Children's Disability Service	11staff: 5 Paid, 6 Volunteers, All Have Enhanced CRB Checks.	12 On Register
Deaf Youth Club	Natalia Machine02@ Hotmail.Co.Uk						
GT Club	Interact / Advoact						

NAME OF CLUB/ EVENT	ORGANISER & CONTACT DETAILS	COST	WHERE MEETS	WHEN MEETS	HOW FUNDED?	HOW MANY VOLUNTEERS & CRB?	HOW MANY ATTEND ?
Healthwalks Short Social Led Walks With The Accent On Health Benefits.	Corinna Edwards-Colledge 01273 292564 Healthwalks@Brighton-Hove.Gov.Uk Not specifically a club for people with learning disabilities but welcome them with the proper support where required.	Free	Various Locations Across The City	There Are Led Walks On All Days Of The Week Except Friday	Part Grant-Funded, Part Funded By BHCC & The PCT	There Are 2 Volunteer Walk Leaders On Each Walk. They Are Not CRB Checked As Are Never Alone With Vulnerable People.	Depends On The Walk, The Most Popular Routes Get 15-30 Walkers A Week.
Seagull Specials Sunday Adults (Age 16+ With Special Needs)	Brighton & Hove Albion Football Club Teresa Sanders Or Nikki Richardson On 01273 64817 Or www.Seagulls-Specials.Org.Uk .	Cost £3.00 Per Session - Just Turn Up And Play	Portslade Sports Centre Chalky Road, Portslade	Sundays 10:00 Am – 11:30 Am			
Seagull Specials Football Club (For Players 15+ With Special Needs)	Brighton & Hove Albion Football Club Teresa Sanders Or Nikki Richardson On 01273 64817 Or www.Seagulls-Specials.Org.Uk .	£1.50 Per Session - Just Turn Up And Play	Manor Hall Gym Church Place, Brighton	Thursdays In Term Time 7:00 Pm -8:00 Pm			

NAME OF CLUB/ EVENT	ORGANISER & CONTACT DETAILS	COST	WHERE MEETS	WHEN MEETS	HOW FUNDED?	HOW MANY VOLUNTEERS & CRB?	HOW MANY ATTEND ?
Sunday Outings	Sheila Moulton & Ray Langley Brighton, Hove And District MENCAP Society	None	People Are Picked Up And Dropped Off At Home	Sundays And Some Bank Holidays	36.54% Carers' Grant. Remainder Brighton, Hove And District MENCAP Society	5 Volunteers, Not All On The Same Day. All Are CRB Checked	17 Spaces
Victors Independent Club Social And Disco Night	Gary Tester 07804 204146	50p	Avondale Centre	Mondays 7pm – 9pm			
Basketball With Brighton Cougars	SPIRAL	£3.00	Dorothy Stringers	Thursdays, 7.15 - 8.30pm	Spiral has no ongoing funding and functions due to the dedication of over 50 volunteers	over 50 volunteers	
Cricket With Sussex County Cricket Club	SPIRAL	£2.00	East Brighton Park	Tuesdays 7pm – 8.30pm	As Above	As Above	
Film Nights & Reminiscent Nights	SPIRAL	£3.00	Buckingham Road Day Centre	Wednesdays 7 To 9pm	As Above	As Above	

NAME OF CLUB/ EVENT	ORGANISER & CONTACT DETAILS	COST	WHERE MEETS	WHEN MEETS	HOW FUNDED?	HOW MANY VOLUNTEERS & CRB?	HOW MANY ATTEND ?
Spiral 10 Pin Bowling.	SPIRAL	£3.00	Marina Bowlplex	7- 8.30pm Last Tuesday Of Each Month	As Above	As Above	
Spiral Goldfins Swimming	SPIRAL	£2.50	Prince Regent	Saturdays 5pm – 6pm	As Above	As Above	
The Bridge Beat Club	SPIRAL	£3.00	Buckingham Road Day Centre	Mondays 7 To 9pm	As Above	As Above	
Top Hat Music & Drama	SPIRAL	£3.00	Buckingham Road Day Centre	Tuesdays 7pm – 9pm	As Above	As Above	
Tumbling Dice Arts & Games Club	SPIRAL	£1.00	St. John's Centre, Palmeira Square, Hove	Saturdays 12 – 3pm	As Above	As Above	
Upbeat Club Disco & Social Night	SPIRAL	£1.00	Whitehawk Valley Social Centre	Thursdays 7pm	As Above	As Above	
Youth Club. 14 Years+	SPIRAL	£2.50	Woodingdean Youth Centre	Wednesdays 7.00 - 8.30pm	As Above	As Above	

2. POLICIES AND PROCEDURES

- **HEALTH & SAFETY**
- **MEDICATION**
- **RISK**
- **ACCIDENTS & INCIDENTS**
- **SAFEGUARDING ADULTS**
- **USER INVOLVEMENT**
- **DEALING WITH VIOLENCE**
- **WHISTLEBLOWING**
- **COMPLAINTS**

3. WHAT THE WORDS MEAN

ADVOCACY

Speaking up or speaking out for yourself

ADVOCATE

A person who speaks up for someone else

BUDDY

A friend or supporter who helps you with something specific

CHOICE

To pick something from many options

CITIZEN

A member of the community with rights

CONSENT

Saying yes or giving permission

CULTURE

A way of doing things

DISCRIMINATION

Being treated unfairly

EXCLUDING

Leaving out or not letting you do something

FAMILY CARERS

Your family

LEADERSHIP

Being Guided

LEARNING DIFFICULTY

The term many people like to use instead of disability.

LEARNING DISABILITY

The official terms used by the Partnership Board

LEARNING DISABILITY PARTNERSHIP BOARD

A group who plans and agrees services for people with a learning disability

MAINSTREAM

Like everybody else

MEANINGFUL

Things you want to do, that your have chosen to do, that you enjoy, get something out of and that are helpful.

MODERNISE

To bring up to date

PERSON CENTRED PLANNING

A way of planning with just one person

PROFESSIONALS

People who are qualified and paid to work in one area

REPRESENTATIVE

People who are chosen to speak up fro groups of other people

SERVICES

Support provided for you in a number of different ways

VULNERABLE

Someone who may be likely to be hurt or at risk