

EXAMPLE POLICY TEMPLATE FOR ACTIVITIES

ACTIVITIES

Name: Anonymous Care Ltd.

Policy Statement

Activity is recognised as essential human existence, health and wellbeing. Our individual personality, life interest, history, values and beliefs all contribute to and influence our choice of activities. It is essential that within our environment, there is mutual understanding, awareness and acceptance between all staff and residents about the importance of activities and the underlying principle that activity provision is vital to our resident's health and wellbeing.

Care Act 2014

Wellbeing is at the core of service delivery and should be included in the assessment process for all prospective residents. It is now recognised that wellbeing of the individual is impacted in a big way if what you are trying to do makes them miserable or unhappy.

The policy

Activity needs to be integral to care and not viewed as an optional extra. Activities take many forms and are not simply recreation or leisure based. Daily routines such as meal preparation or preparing drinks are activities, Activity provision is therefore about the ways in which residents are supported to do a variety of these things throughout the day, not just structured groups in traditional activity programmes. It needs to meet the individual's activity needs in a range of areas, e.g., physical, intellectual, sensory, spiritual, social, emotional etc.

Healthy ageing, where possible, is a core good for any activities organised for residents, this includes such things as improving physical fitness, improving access to a variety of equipment, foot care, oral health, continence care, low vision and hearing services, healthcare and health promotion services are all regarded as contributory drivers within the activities available to our residents.

Individual resident's interests are recorded on their Assessment of Need having been encouraged to complete an "All About Me" **[INSERT THE DOCUMENT YOU USE]** and they are given opportunities for stimulation through a variety of recreational and daily living activities that suit their needs, preferences and capacities.

Within the home, opportunities for activities are made available to all residents in formats suited to their capacities. Prescriptive lists are avoided regarding the types of activities that are available as activities evolve and change to suit individual needs and preferences.

External Resources

Where possible, the home will engage with their local communities to assist in the variety of activities that are available and accessible to residents' e.g.

Chess club

Military associations

Specialist charities e.g. RNIB

Ethnic affiliations e.g. Irish, Scots

These are just a few but it is important to assist in keeping our residents linked to their community.

As an organisation, we are aware of the isolation that age can bring and our activities strive to lessen, where possible, such isolation and contribute to everyone's social inclusion.

Outings and Trips

From time to time, residents are taken on outings or trips accompanied by family, friends, befrienders, or, as part of the care plan, by external staff or volunteers from day centres, charities etc. It is important to note that residents with capacity are freely entitled to do so, though good practice and the duty to safeguard would mean that minimum checks should be in place to ensure their welfare. Residents who lack capacity, however, or where the issue of consent is variable, need to have a robust system of checks and balances which protects them and ensures their well-being. As a minimum, the following should be in place: **[ADD OR AMEND ANY OF THE FOLLOWING TO REFLECT YOUR ORGANISATIONS PRACTICE]**

- All trips or outings that are regularly undertaken should form part of the detailed care plan.
- Any person who accompanies the resident should follow the normal formalities of any visitor, checking in and out using the visitor's book, giving an approximate time of return etc.
- External staff or volunteers from external schemes, charities or other agencies (not relatives, friends or carers) should undertake additional checks which include:
 - *ID Badge
 - *Authorisation letter from their organisation
 - *Driving license and insurance (where applicable)
 - *Mobile phone number for contact purposes

They should also be made aware of the following

- A copy of the Missing Persons Policy which should be followed if an adverse situation arises
- The need to advise staff of the approximate time of return

- the need to communicate with the home in the event of a 30 minutes or more delay in their return time

Outings and trips are beneficial and welcomed by residents but safeguards must be in place in order for us to maintain the well-being and welfare of our residents without restricting or limiting their enjoyment and continued interaction with the wider community. Where necessary, risk assessments will be completed before such outings or trips.

Consent

Where a resident has no wish to engage in activities, their wishes should be recorded, checked during reviews if it is still their wish, and if so, this should be respected. At no time, should a resident feel coerced to participate in any activity.

For residents who may lack capacity as defined by the Mental Capacity Act 2005, care should be exercised in regard to the activities available, taking into account “Best Interest” decisions, where appropriate.

Activities Organiser

Our Activity organiser **[INSERT POST TITLE]** works closely with our residents, attends residents meetings, talks to relevant persons to ensure full and varied groups and individual activities. We are registered with the “National Association of Providers of Activities for Older People (NAPA)”.

Related Policy

Assessment of Need and Eligibility
Autonomy and Independence
Care and Support Planning
Consent
Dignity and Respect
Meeting Needs
Mental Capacity Act 2005
Person Centred Planning
Recruitment of Volunteers
Relatives, Friends and Carers

Training Statement

Staff responsible for this area of work will be updated and where necessary, sufficiently skilled to fulfil the role. The activities co-ordinator will undertake the relevant accredited qualifications.