



Welcome to
**Learning
for Life**

Embracing diversity and enriching lives...



Social Care
**Learner, Parent & Carer
Handbook**
2023-24

Welcome to Learning for Life



At Learning for Life, we provide a stimulating, safe and innovative learning environment for learners with a diverse range of learning and physical needs, in our Education and Social Care Provision.



Our ethos is to provide a stimulating personalised approach to learning which encourages building confidence, developing independence, enabling communication and promoting individual choice.



Our mission is to provide our learners with an exciting and rewarding learning experience, which includes enrichment opportunities to allow individuals to fulfil their aspirations and to prepare them for the world of work.

At Learning for Life, we believe it is important to celebrate attainment and achievement ensuring that every learner achieves success.

While you are with us, we hope you will benefit from our core values:

- **Equality**
- **Communication**
- **Independence**
- **Choice**
- **Safety**

Please visit

<https://www.facebook.com/LearningforLife2017>

to see more of us!

Thank you!



We hope you enjoy your time with us!

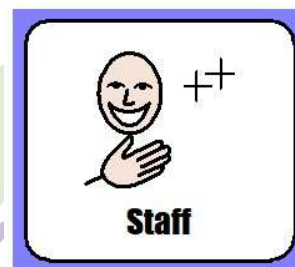


Marie Matthewson
Head of Services



Tracy Hern
Social Care Manager

Meet the Staff



Tracy Hern
Social Care Manager



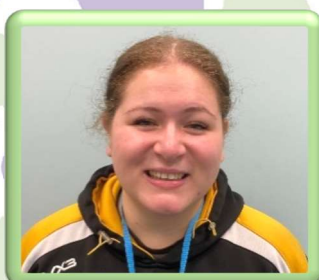
Marie Matthewson
Principal and Head of Services



Helen Jackson
Social Care Deputy Manager



Jay Chambers
Room Leader



Sophie Gardner
Group Leader



Anna Eglon
Room Leader



Lee Kirkham
Group Leader

Partnerships and Activities

We provide an assortment of wonderful activities and experiences to enhance the skills of all attending **Learning for Life**. Here's a selection of some of the exciting and interesting things that learners do:



- We deliver **Makaton sing and sign** performances in the community and at Learning for Life events throughout the year.



- We work in partnership with **Haystax Inclusive Farm Experience Centre**, where learners will be given the opportunity to engage in voluntary work. In future, this will include looking after animals, looking after woodland walks and sensory areas.



- We work with **Newcastle United** where learners enjoy active football sessions.
- We run multi-sports and healthy living activities weekly to promote health and wellbeing.



- We provide **sensory experiences** for all our learners – each site is equipped with a fully functional sensory room.
- We have good relationships with various public services who come to raise awareness of their roles within society, such as the police, the ambulance service and other health professionals.
- We work within the Preparing for Adulthood Agenda (PfA) to prepare learners for their future. We support all learners to develop their independence, confidence and communication skills.



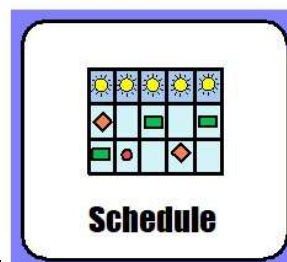
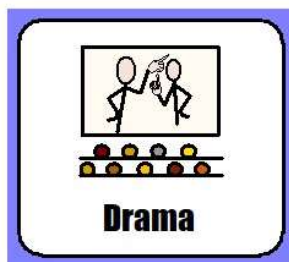
- We provide **educational** and **social visits** to a variety of interesting different locations including museums, parks and beaches.
- We celebrate success throughout the year, which culminates in a glittering **Prom** every summer to celebrate individual achievements. Additionally, we provide a range of external activities such as outdoor sports, picnics in the park and heritage walks.

Programme

The Social Care provision provides care and learning through activities both on and offsite. Our learners participate in practical skills such as:



- Music/Makaton
- Shopping / accessing the community.
- Arts & Crafts
- Cookery
- Drama
- Physical Education
- TEACCH



Learners engage in a selection of activities designed to develop their skills in a range of different areas.

All learners are encouraged to engage in entrepreneurial experiences to develop confidence and independence to support individual and group success.

All learners are supported to participate in a wide range of activities, which are all differentiated to meet individual needs.

We believe promoting choice, communication and independence to every learner is essential, so we do this throughout each day.

We also strive to participate in as many enriching opportunities as possible these include outdoor activities, residential trips, various field trips and days out in the community.

Person Centred Plans

In our Social Care Day services, we pride ourselves on our in-depth care plans that are person-centred to the individual. This enables the staff to carry out the best care and support possible for everyone.

The Plan incorporates:

- In depth insight to the individual's condition (s)
- Health action plan
- How best to communicate.
- CPI support plan to ensure we manage the individual in the most effective way
- Indicators of wellbeing
- Risk assessments

Medication

Prescribed Medication: If a learner has prescribed medication which is to be taken during their time at Learning for Life, our trained staff will administer this.

The medication must be supplied in the original packaging and clearly marked with the original prescription label, bearing the learner's name. **Please note: We request you send in only the exact amount needed for any one week at a time.**



Lunch & Snacks

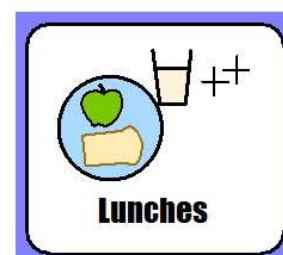
Our learners will bring their own packed lunch to Learning for Life. We ask our learners to contribute 70p per day towards snacks and drinks which we will provide (this is optional). These will be invoiced quarterly, in advance. Our preferred method of payment is BACS.

Account Name: **Real Care Ltd t/a Learning for Life**
Sort Code: **20-33-51**
Account No: **93665607**

Please use your invoice number as reference.

However, this can be paid weekly or monthly or via standing order. We also run a tuck shop at our Consett site each week on a Tuesday and Friday. (Please do not send in more than £5 at any one time – unless it is for a specific activity or event).

Please note snacks are payable **for all days** the learner is scheduled to attend their placement. Any absence other than authorised holidays or hospital admissions will remain chargeable.



Staffing

All learners will be part of a class and their group leaders will be their main point of contact. Our group leaders and staff are all trained in all aspects of care. Learners work within group sessions and on a 1:1 basis. We get to know our learners very well and strive to ensure their learning journey meets their needs.



Group leaders oversee all learners' Care Plans to ensure they are moving towards their long-term goals and developing their independence.



Group leaders will stay in close contact with parents/carers to let them know how the individual is progressing. All learners will receive a Social Care/Home diary which will be written in every day. This can be used for communication between home and Social Care on a daily basis. Please use it to let us know how things are going.

Group leaders and other care professionals will hold yearly reviews where those close to the young person will have the opportunity to meet and discuss their progress.

Working alongside the group leaders are a team of dedicated and experienced support workers. Our staff team is small which allows all learners to feel safe and secure in and around the provision.

Please contact any of our team at any time if you have a query or concern on **01207 509936**



Absence

Please inform us by 9am on the first morning of absence by ringing **01207 509936**. If the learner has a sickness bug, they must remain at home for 48 hours from the last bout of sickness or diarrhoea. This is to prevent the spread of infection.



Please note: We are open 51 weeks of the year (closed between Christmas and New Year, therefore, Learners will not be charged during this period).

Furthermore, learners are entitled to two weeks of holiday per year, which are not charged upon request via the social care manager.

We require two weeks' notice for any holidays booked. ***Any absence with less than two weeks' notice will remain chargeable.***

Technology

We have computers and iPads available for use at Learning for Life for learners during lessons and for their choice time during break times. We have firewalls installed to ensure the safety of everyone.



We discourage mobile phones at Learning for Life. Some staff have them for emergency reasons when offsite but otherwise we are generally a phone free zone.

Health & Safety

It is important to us that all learners are safe and feel secure. Our experienced staff will ensure all learners are appropriately supervised at all times. This is to ensure the health, safety and well-being of all learners.

Learners' needs are assessed to provide individualised risk assessments for on and off-site. All staff have regular health and safety training.



Behaviour Management

Learning for Life places a strong emphasis on systems of support that include proactive strategies for defining, teaching and supporting appropriate behaviour to create a positive environment.

Our intention is to help our learners manage their own behaviour whilst supporting their anxieties and encouraging positive outcomes.

Our staff are trained by the **Crisis Prevention Institute (CPI)**. This training is certified by BILD Association of Certified Training. Staff are trained to tailor support plans to individual needs.

Staff teams are trained in holding techniques in-line with individual care plans to ensure all persons always feel safe and secure. Learning for life prides itself on promoting the TINA Principal (meaning 'There Is No Alternative' to the action required).



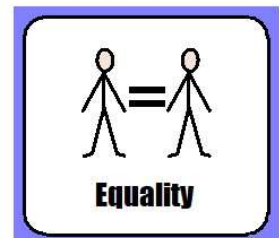
Equality & Diversity

Learning for Life is committed to ensuring equal opportunities for all and understands that people need to be treated differently in ways that are fair and tailored to their needs.

Learning for Life will provide a harmonious, cohesive and high-performing working environment where all learners can confident that they will be treated with respect and dignity.

Through this policy and the training and development of managers and staff, Learning for Life, will do all it can to promote good practice in this area.

Learning for Life will treat all learners equally and fairly and will not discriminate on the grounds of sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, religion, age, or disability (the 9 core principals).



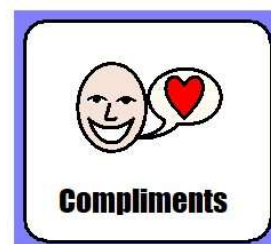
Dignity & Respect

Learning for Life does not condone bullying or disrespectful behaviour under any circumstances. Dignity and respect are embedded throughout Learning for Life to foster a culture of mutual regard for staff and learners.



Compliments, Suggestions & Complaints

If you experience particularly good professional standards, please let a manager know so that we can pass on your compliments to our staff.



We aim to deliver the best experience for all our learners and their families. If you feel that this experience is not as it should be, please let us know as soon as possible so that we can put it right.

Our policy on complaints is available on request.



Contacts



Tracy Hern – Social Care Manager

Learning for Life – Social Care

(6-hour provision between 9am – 4pm)

Consett site: Herbert Street, Consett, County Durham, DH8 6AE.

John Marley Centre: Yewcroft Avenue, Newcastle Upon Tyne, NE15 6TU

Telephone: **01207 509936**

t.hern@learninglife.org.uk info@learninglife.org.uk

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Marie Matthewson - Head of Services

Learning for Life

Consett site: Herbert Street, Consett, County Durham, DH8 6AE.

John Marley Centre: Yewcroft Avenue, Newcastle Upon Tyne, NE15 6TU

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A Snapshot in time

Social Care Life

Work Experience



Learners have the opportunity to help run our Tuck Shop. This provides our learners access to the curricular areas linking to the government **Preparing for Adulthood agenda** (PFA). They can also gain many new skills and work experience within other environments.

This can be within local businesses or through one of our external partners such as Haystax Inclusive Farm Experience Centre.

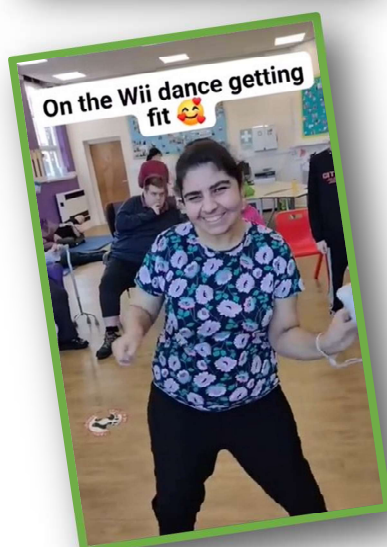


Haystax will be a unique Farm Experience and Lodge Park, prioritising those with special needs, disabilities and their families. Please see link for further information:

[Haystax Inclusive Farm Experience and Lodges - Home | Facebook](#)



Makaton & Music

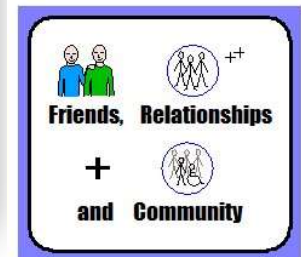


Makaton is a sign language communication tool used by all learners to effectively communicate with each other and staff.

We use Makaton in our **Music** presentations and our Annual Prom 'end of year presentation', as well as incorporating it into **Drama** sessions.



Enterprise and other crafts



We engage in many craft activities including, needle felt, jewellery making, card craft and much more.

We work to improve the learners wellbeing and fine motor skills through our **Enterprise**. These sessions allow the learners to discover new skills through working and learning together and also promote employability.



PE & Football sessions



During our **PE sessions** learners can have fun exploring different types of movement and balance during gymnastics and play games of basketball, netball and cricket. If the weather is good, we can get out in the open air too.



Learners also have the opportunity to work with **Newcastle United Football Foundation** coaches, at **Consett Leisure Centre**. They work so hard to acquire new skills and improve existing ones whilst developing their levels of fitness, in enjoyable and fun sessions.



As a reward for all their hard work and determination to achieve, the learners are taken for a tour of Saint James' Park, Newcastle United's home ground.





Thank you!

*We hope you have found
our Social Care Handbook
very useful.*

*If you require further information,
please do not hesitate to contact us*

on

01207 509936.