



**St. John's Statement of Purpose For:  
Borradaile House, College View Cornerways, Framfield,  
Pier View, Preston Drove & Preston Road**

**Contact Details**

<b>Provider Details</b>	
<b>Name of Service Provider</b>	St. John's School & College
<b>CQC provider ID</b>	1-242062204
<b>Legal Status</b>	Organisation
<b>Business address</b>	17 Walpole Road Brighton East Sussex BN2 0AF
<b>Email Contact</b>	louise.harman@st-johns.co.uk

**Introduction**

St. John's aims for the highest standards in care. This statement of purpose is an acknowledgement by the Provider and Managers of the charity's responsibilities to provide a warm, homely, caring and supportive environment to people with learning disabilities aged 19 and over, who attend St. John's College for their educational placement (referred to as young adults). We will be working to CQC required standards. It is our intention to meet and exceed these requirements. We will be responsible to the Care Quality Commission as well as our own in-house Quality Assurance procedures.

## **Aims and Objectives**

- To provide a structured yet challenging environment, in which people are presented with opportunities to improve upon practical and social skills for living.
- To deliver high quality care using Individual Support Plans.
- To maintain full, ongoing consultation with each service user including the preparation of support plans and assessments.
- To offer and encourage a range of activities, to help increase personal responsibility, self-confidence and self esteem.
- To respect the dignity and privacy of individuals always.
- Young adults will be encouraged to become as self sufficient as is appropriate for them.
- To provide individual support in a friendly, caring and open manner to create an environment of trust, inclusion, positivity and respect.
- To meet the spiritual, emotional and physical needs of all young adults, through offering choice and promoting independence.
- young adults will be encouraged to take a full and active part in decisions about daily living arrangements which will affect them.
- young adults will be encouraged to socialise within the local community.
- Contact with relatives and friends will be promoted.

## Locations

Location Details	
<b>Name of location</b>	Borradaile House
<b>Address</b>	13 Walpole Road Brighton East Sussex BN2 0AF
<b>Telephone</b>	01273 673103
<b>Email</b>	Pamela.smith@st-johns.co.uk

Description of the location	
<p>Borradaile House is situated on the outskirts of the main College site in Walpole Road, 5 minutes' walk away from the local amenities of Kempton, which provides shops, bars and restaurants.</p> <p>There is a good bus route into the City Centre, Brighton railway station and Brighton Marina Village.</p> <p>It has 6 bedrooms all of which have en-suite shower rooms and toilets. The house offers a good-sized communal kitchen diner, laundry, lounge, staff office and a quiet study room. The 6 bedrooms all have an en-suite wet room with shower, toilet and basin. Borradaile also offers a 2-bedroom self-contained flat. This again offers a stepping stone into semi-independent living. The flat has its own lounge &amp; kitchen diner &amp; bathroom. Borradaile also has a sensory shed in the garden for all young adults to access.</p>	
<b>No of approved places</b>	8

Service information	
<b>Service user bands</b>	Caring for adults under 65 yrs. Learning disabilities
<b>Service types provided</b>	Education disability Service Residential Homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Borradaile House
<b>Registered Manager</b>	Pamela Smith

<b>Location Details</b>	
<b>Name of location</b>	College View
<b>Address</b>	13a Walpole Road Brighton East Sussex BN2 0AB
<b>Telephone</b>	01273 695406
<b>Email</b>	Fiona.coutts@st-johns.co.uk

<b>Description of the location</b>	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
<p>College View is situated on the outskirts of the main College site in Walpole Road, 5 minutes' walk away from the local amenities of Kemptown, which provides shops, bars and restaurants. There is a good bus route into the City Centre, Brighton railway station and Brighton Marina Village.</p> <p>College View has 10 bedrooms, one of which will be an assessment room. 8 bedrooms are on the first floor and 2 are on the ground floor. Currently this area has been converted into a bedroom, living area and bathroom to offer a semi self-contained environment. There are 2 bathrooms and 3 shower rooms within the house, none of which are en-suite. It offers a large kitchen diner, computer room, a laundry room, sensory space and a large lounge. Currently College View is home to 6 young adults.</p>	
<b>No of approved places</b>	10

<b>Service information</b>	
<b>Service user bands</b>	Learning disabilities
<b>Service types provided</b>	Education disability Service Residential Homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at College View
<b>Registered Manager</b>	Fiona Coutts

Location Details	
<b>Name of location</b>	Cornerways
<b>Address</b>	18-20 Caburn Road Hove East Sussex BN3 6EF
<b>Telephone</b>	01273 748524
<b>Email</b>	Simon.phillips@st-johns.co.uk

Description of the location	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
<p>Cornerways is situated close to the Seven Dials area of Hove and has good public transport links to the town centre and the main college site. It is also within 20 minutes walk of Brighton railway station.</p> <p>The house has 7 bedrooms, all with en-suite shower rooms and toilets. 1 of the rooms is small, which may suit particular young people or better suited to be used as a temporary assessment room. Cornerways also has 2 flats to provide the stepping stone for individuals to experience the reality of living semi independently whilst having the full support of a staff team. The house also offers a communal lounge, large dining room, kitchen, laundry room and office. Each person has their own bedroom. Each of the bedrooms has their own en-suite facility comprising of toilet, hand basin and shower.</p>	
<b>No of approved places</b>	9

Service information	
<b>Service user bands</b>	Learning disabilities Caring for adults under 65 yrs. Caring for children Mental Health conditions Sensory impairments
<b>Service types provided</b>	Education disability Service Residential Homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Cornerways
<b>Registered Manager</b>	Simon Phillips

Location Details	
<b>Name of location</b>	Framfield House
<b>Address</b>	63 Sutton Avenue Seaford East Sussex BN25 4LN
<b>Telephone</b>	01323 899067
<b>Email</b>	Steph.Kneller@st-johns.co.uk

Description of the location	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
<p>Framfield is a large house in Seaford, approximately 1 mile from the School site in Firle Road. Framfield is near to the bus stop for the buses to Brighton and has the use of a car for accessing the college and community facilities.</p> <p>All Young adults who reside at Framfield will need to either be able to travel via public transport, with or without support or be able to successfully travel in a college vehicle with other Young adults. Framfield is a large detached house. There are 9 Bedrooms over 3 floors and 4 bathrooms/wet rooms. Framfield also has a large kitchen, a dining room, separate laundry room and 2 lounges.</p>	
<b>No of approved places</b>	9

Service information	
<b>Service user bands</b>	Learning disabilities Caring for adults under 65 yrs. Caring for children Mental Health conditions Sensory impairments Physical disabilities
<b>Service types provided</b>	Education disability Service Residential Homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Cornerways
<b>Registered Manager</b>	Stephanie Kneller (application in process)

Location Details	
<b>Name of location</b>	Pier View House
<b>Address</b>	St. John's School & College 17 Walpole Road Brighton BN2 0AF
<b>Telephone</b>	01273 677451
<b>Email</b>	Lia.timmins@st-johns.co.uk

Description of the location	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
<p>Pier View House is situated on the outskirts of the main College site in Walpole Road, 5 minutes' walk away from the local amenities of Kemptown, which provides shops, bars and restaurants. There is a good bus route into the City Centre, Brighton railway station and Brighton Marina Village.</p> <p>It has 4 bedrooms, 1 of which is en-suite. The other 3 young adults share a bathroom. The house offers a good-sized kitchen, dining room and lounge. There is a separate laundry room and an additional communal area.</p>	
<b>No of approved places</b>	4

Service information	
<b>Service user bands</b>	Learning disabilities Caring for adults under 65 yrs.
<b>Service types provided</b>	Education disability Service Residential homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Pier View House
<b>Registered Manager</b>	Natalia Timmins

Location Details	
<b>Name of location</b>	Preston Drove
<b>Address</b>	88 Preston Drove Brighton East Sussex BN1 6LB
<b>Telephone</b>	01273 550331
<b>Email</b>	Simon.phillips@st-johns.co.uk

Description of the location	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
Preston Drove is situated near Preston Park, close to local shops and amenities. It is a large spacious house, offering residential provision for 5 young adults. The house has 5 bedrooms, 3 bathrooms, a communal lounge, separate computer room/study area, a dining room and a large kitchen, all located over 4 floors.	
<b>No of approved places</b>	5

Service information	
<b>Service user bands</b>	Learning disabilities Caring for adults under 65 yrs.
<b>Service types provided</b>	Education disability Service Residential homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Pier View House
<b>Registered Manager</b>	Simon Phillips

Location Details	
<b>Name of location</b>	Preston Road
<b>Address</b>	111 Preston Road Brighton East Sussex BN1 6AF
<b>Telephone</b>	01273 565574
<b>Email</b>	Pamela.smith@st-johns.co.uk

Description of the location	
(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)	
<p>Preston Road has capacity for 6 young people and is similar in style to Borradaile house, this property offers 4 bedrooms in the main house and a 2-bedroom flat which offers a stepping stone into semi independent living. This property is close to local shops and amenities as well being a stones throw from Preston Park which offers several different activities and events on a regular basis.</p> <p>Preston Road is also ideally situated with regard to bus routes for all areas of Brighton, the main college campus and other residential houses.</p> <p>The house offers a large kitchen diner in the main house and a lounge and access to an outside space. There are 4 bedrooms and shared bathrooms. The flat has a kitchen lounge diner, bathroom and access to a separate outside space.</p>	
<b>No of approved places</b>	6

Service information	
<b>Service user bands</b>	Learning disabilities Caring for adults under 65 yrs.
<b>Service types provided</b>	Education disability Service Residential homes
<b>Regulated Activity</b>	Accommodation for persons who require nursing or personal care
<b>Terms of registration</b>	The registered provider must not provide nursing care under accommodation for persons who require personal or nursing care at Pier View House
<b>Registered Manager</b>	Pamela Smith

All Young adults are encouraged to personalise their rooms with pictures/posters and personal belongings and where necessary are supported in doing this.

All Young adults can use the College grounds and facilities for enrichment activities.

### **Young adults**

The needs of all of our resident young adults range from those who require assistance to carry out basic daily tasks, such as washing and dressing to those who are totally independent and require staff to continue to support them with regard to their behaviour and the more taxing tasks such as budgeting and the essential skills needed for independent living.

All resident young adults must be on roll and receiving education through St. John's.

### **Group Living**

Living in a group situation enables the young adults to learn respect, patience and understanding with and for those around them. Encouraging group work, it promotes individuals to become more sociable and learn appropriate socially acceptable behaviour. It also gives a sense of community and a feeling of security, trust and belonging which can often be missing in their life.

Many of the adverse affects from living in a large group situation are counteracted by the key working system which provides the young adults with a nominated advocate who will always listen and act upon any issues which individuals may have. The staffing levels are such that the ratio between staff and Young adults provides opportunities for one to one work and these are further supported by a Manager who provides extra support.

Some of the young adults at times may present with challenging behaviour that may result in the harm of themselves or others. Staff are trained in positive handling techniques. This involves the use of de-escalation techniques as well safe holding. Physical interventions are used as a last resort and only when people are in danger and therefore the frequency of this is minimal.

Where appropriate young adults will have a behaviour support plan to enable challenging behaviours to be managed in an appropriate, proactive and positive manner.

### **Health Care**

St. John's has a team of registered nurses who will work collaboratively with residential staff to ensure all health needs of individuals are met.

Young adults can be registered with a local doctor and dentist and supported to engage with other specialist health care professions as required.

St. John's also offers a range of therapeutic services which include speech and language therapy, occupational therapy and counselling. These will also be able to be accessed if required by young adults. All nursing and therapeutic input will be overseen by the clinical leads of each therapeutic discipline.

### **Social Activities & Religion**

Young adults will be supported and encouraged to take part a range of activities both within and outside of the home. Within the home, young adults will be encouraged to take an active role in household tasks such as meal preparation, cleaning, laundry, budgeting and gardening. Other in-house activities may also include, film nights, using internet and playing games consoles. The interests and requests of individuals will be considered, and activities arranged around these.

Individuals will also be encouraged to use community-based facilities such as swimming pools, cinemas, leisure centres, libraries, and social clubs. Again, if a service user has an interest in a community-based activity all efforts are made to assist them in achieving this.

The individual religious beliefs of young adults are always respected and if required support is offered to enable them to attend religious services of their choice.

## **Consultation**

Young adults are consulted about matters concerning the operation of the home. This is done through regular house meetings. These give everyone a chance to say how they are feeling, offer suggestions on how things can be changed or improved, plan menus, plan activities and discuss any issues which they may have. Key worker sessions also enable individuals to discuss concerns on a 1:1 basis. The views of the young adults are always listened to and where possible acted upon. In addition to this there is also an annual learner voice event which is an opportunity for young adults to have their say about St. John's, what is good about it and what can be done to improve it. Surveys are also undertaken to gain the views of all stakeholders.

## **Contact**

Young adults are encouraged and supported to maintain contact with relatives, friends and significant others at a level that is appropriate to the individual. Each house has a phone which young adults can use to maintain this contact. Other forms of communication will also be used if appropriate and young adults will be encouraged and supported to remember birthdays, Christmas and other special occasions.

Visitors to Cornerways, College View, Borradaile, Framfield, Pier View House, Preston Drove & Preston Road are always welcome and space for meetings can be provided. young adults can have friends visit the home and are made welcome; however, consideration for other Young adults is also expected. (see visitors' policy)

Each person's key worker will also keep in regular contact with significant others to ensure a holistic approach.

## **Complaints**

Complaints are always taken seriously and acted upon. St. John's has a complaints policy; a copy of this is available to all young adults and family members.

The procedure for complaints from young adults is displayed in the houses in both written form and symbols for those who are unable to read the written word. Key workers are aware of the procedure for dealing with complaints and support young adults to understand and use the procedure.

Each individual has a Keyworker to whom they should be able to turn to should they have any concerns or worries about their life in any of the residential houses or at College. Any young adult with a complaint against another student, member of staff or a complaint on behalf of another student has access to the Care Manager or Head of Learner Services. Complaints can be made in writing or directly through the Keyworker, Care Manager or Head of Learner Services.

If the complaint needs to be taken further then the Head of Learner Services or Care Manager will discuss the circumstances with the Principal and appropriate action will be agreed. If a complaint involves an allegation of abuse the college policy for the Safeguarding of Adults at Risk will be invoked.

Relatives & significant others can also complain to all the above people and the issue will be dealt with in the same way.

All complaints are taken seriously, and a log of all complaints received is kept along with the steps taken to resolve the complaint.

Alternatively, a complaint can be made directly to the CQC. The address and telephone number can be found alongside the other contact numbers on the complaint's procedures displayed in the home.

### **Fire Precautions & Procedures**

When an outbreak of fire occurs or is seen staff should sound the alarm, evacuate the building and summons the fire brigade. All young adults and employees should assemble at the designated meeting point where a role call will be carried out.

Regular fire drills take place to ensure that everybody is aware of the procedures to follow. The drills enable staff to predict where they may be issues with young adults evacuating. If any concerns are identified, then an individual PEEP (Personal Emergency Evacuation Plan) is put into place and all staff are made aware of the procedures and plans for each learner.

All staff at St. John's are expected to carry out regular risk assessments which include maintenance and safety checks on all college buildings, regular checks that first aid boxes and any other emergency aids and equipment are in full working order. Staff are taken through the procedure during their induction programme and on-going training. Weekly bell tests are also carried out to ensure that alarms and other associated equipment is in full working order.

### **Privacy & Dignity**

Each young adult has the right of access to his or her room free from noise, interference, disturbance and harassment. Every reasonable effort will be made so that the rights of privacy, peace & quiet and discipline are adequate to provide, reflection, safety & sleep. St. John's seeks to ensure the privacy of each individual. Therefore, no room should be entered without first knocking and seeking approval – unless the risk to safety of other young adults, staff or the individual is deemed to be significant if staff do not enter the room.

- All young adults always have the right to be treated with dignity
- All young adults will have their modesty protected.
- All young adults will be encouraged and supported to remain autonomous and as independent as possible.

### **Staffing**

An enthusiastic team of Residential Support Workers (RSW), who hold, or are working towards N.V.Q.s/Diploma in Health & Social Care work with the Managers to provide a safe but stimulating environment.

The whole team share the responsibility for working with the young adults in meal preparation, handling money, shopping, banking and budgeting. There is a strong focus on developing and increasing the skills required for daily living and independence, this aspect of the service delivery is also known as the Waking Day Curriculum.

Staffing numbers reflect the individual assessed needs of the young adults within in each house.

## **Staff Development**

St. John's is committed to the professional development of all staff, irrespective of their roles and responsibilities. It is the intention of the organisation to provide opportunities for all staff to develop their own interests and expertise as they relate to the needs of the organisation.

St. John's intends to raise standards and pursue improvement by seeking to accredit all employees through work related training and is committed to providing appropriate training as dictated by role and responsibility.

Training strategies will include:

- Courses relating directly to the Development Plan.
- Courses that will directly contribute to the raising of standards.
- Opportunities for any course participant to disseminate information to colleagues on return.
- Training for individuals on and off site, including visits, courses and work shadowing.
- Training is targeted to ensure that all staff are qualified to undertake their role and responsibilities.
- All newly appointed staff will undertake to receive an induction programme suited to their individual needs and the needs of their position. This will include:
  1. Awareness of policies and operational practice.
  2. Appointment of a staff mentor.
  3. Initial feedback on performance and access to an on-going process of
  4. Appraisal and Performance Review.
  5. The organisation has a framework for the appraisal of staff. The process for the management of appraisal is the responsibility of the Care Manager, who will have regard for the following issues:
    6. Confidentiality
    7. Statutory frameworks
    8. Professional associations
    9. All Staff will receive awareness raising opportunities before they embark upon the appraisal or Performance Review process.

### **1:1 Management Support & Review**

All RSWs receive 1:1 Support and Review from a more senior member of the care team

at least once per half term. New staff will receive one of these sessions from their mentor and one from a senior member of staff, therefore at least once a fortnight until their probationary review at which time the frequency of their ongoing 1:1 Support & Review meetings will be discussed and planned.

These meetings will be used to address any issues relating to performance, feelings, concerns, role and responsibilities, and the fulfilment of the Statement of Purpose. The RSW will also receive constructive feedback on performance along with an opportunity to discuss training needs.

If staff feel unable to discuss any concerns with their supervisor or have any urgent issues, there will always be a senior member of staff on duty, who is willing to give time to listen and support any RSW.

### **Safeguarding**

St. John's employs a Safeguarding Policy which was written in accordance with the Pan Sussex procedures for safeguarding adults at risk. Every member of staff has access to a copy of the policy and through induction and ongoing training, is made aware of the protocol and procedures to follow, should they suspect that a learner is suffering or at risk of any kind of abuse. The well-being of the service user is the paramount consideration in all protection and safeguarding work.

#### **St. John's Safeguarding Team Membership:**

Safeguarding Manager  
Head of Learner Services  
Principal  
Head of Learning x 2  
Care Managers x 5  
Lead Nurse

### **Positive Behaviour Support & Physical Intervention**

The promotion of positive behaviour involves more than taking measures to reduce the incidence of behaviours that challenge. The ethos of St. John's promotes a view that support should be based on mutual respect and the maintenance of good personal and professional relationships between all those who are part of the organisation.

All staff are trained in Maybo which is a BILD recognised approach to effectively support people whose behaviours may challenge. Much of the Maybo training centres on proactive or primary prevention strategies and tertiary or secondary prevention strategies. It also includes reactive strategies and the appropriate handling of physical restraint. St. John's belief is that restraint should always be the last resort. Any physical interventions used are those taught by Maybo and that have been risk assessed. Staff will all have met the criteria to carry out any physical interventions safely and effectively, through a three-day training course and ongoing assessment. St. John's does not train staff in the use of any ground holds.

It is important that St. John's do not focus on behaviours that challenge and indeed, many Young adults will respond positively to the consistent and caring structures and relationships offered by St. John's.

### **Equality & Diversity**

St. John's is committed to ensuring we offer a safe and secure environment for all its

Young adults and staff. We are determined that St. John's will be a place where all people, regardless of gender, gender identity, ability, social, cultural, or ethnic background can flourish.

In order to make this intention a reality it is necessary to have a policy that is actively promoted throughout the school & college. The aims of the Equal & Diversity Policy are:  
 To enable staff to appreciate how factors such as ethnicity, social factors and special needs may affect access to and participation in teaching and learning  
 To ensure that all Young adults have a living environment that is free from bullying, harassment or intimidation from others.

St. John's School & College is a registered charity (1061001) and a company limited by guarantee (3303549)

### **Review information – September 2020**

#### **Review completed by Head of Learner Services & Registered Managers**

<b>Type of change</b>	<b>Actual Change</b>	<b>Where in document</b>
Change of terminology	Learners to young adults	Throughout
Change of terminology	Learner voice conference to Learner voice event	Consultation Section
Change of terminology	Supervision to 1:1 Management Support & Review	1:1 Management Support & Review section
Page numbers	Page number added	Throughout document
Update to facilities	Sensory shed	Borradaile House description of location
Registered Manager	Change to Steph Kneller	Framfield House registration information
Deletion	Deletion of independent visitor	Throughout document
Change of terminology	Care Worker to Residential Support worker (RSW)	Throughout document
Change of Service Type	Framfield, Cornerways & College View added residential Homes Preston Road added education Disability Service	Location details section