

# POLICY AND PROCEDURE



Solihull  
Life  
Opportunities

St Andrew's Centre  
Pike Drive  
Chelmsley Wood  
Birmingham  
B37 7US

Charity No. 1102297  
England Company No.  
5025939

## Special Needs

**Category:** members

### Introduction

#### Policy Statement

All of our service users have special needs and our services are set up to respond to those needs in whichever way is deemed appropriate.

This special needs policy provides a focus for management committee members, staff, volunteers and parents to develop and maintain appropriate resources, planning implementation, monitoring and evaluation to ensure that the needs of service users are met in line with the aim of the organisation.

The aims and the objectives of the organisation are to provide a service for people with learning disabilities, their parents or carers.

#### We aim to:

- make the special needs of the service users the main focus of all our activities, policies and practices
- keep parents, committee members and other interested parties informed about the organisation so that they can make informed judgements about the effectiveness of the provision made
- ensure that service users' individual needs and the needs of the groups in which they are placed are met in an appropriate and complementary manner and within a safe and stimulating environment.
- support the view that all service users' are entitled to a broad, balanced and relevant range of activities appropriate to their individual needs
- provide appropriate staffing levels which will meet the service users' individual needs and ensure a quality experience.

Policy Name: Special Needs

Organisation: Solihull Life Opportunities

Date policy issued: June 2003 Approved by: SoLO Board of Directors Date: June 2005

Amended April 2008 Approved by: SoLO Board of Directors Date: 19.5.08

Next Review Date: June 2010

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- provide appropriate training for staff and volunteers to ensure that they have the skills necessary to provide an appropriate service.

**In meeting the requirements of this policy the management committee will:**

- Develop and maintain their role in line with their responsibilities.
- Support the staff in fulfilling their roles and seek to promote the development and effective running of the organisation.
- Approve, review and monitor the policies and practices of the organisation.

**Admissions:**

The admissions criteria are set in line with the organisations' stated aims and objectives within the constitution.

Therefore, admission on any project is confined to those children and adults who meet the criteria of 'learning disability' (a condition that is caused by damage to the brain or by genetic conditions, often from birth, that is incurable resulting in, impaired learning and intellectual capacity).

In special cases, e.g. Integrated schemes which encourage mainstream young people and adults to work alongside their disabled peers, admission will be extended to include those without disabilities.

## **Transportation**

Every effort will be made to ensure that services users can access the leisure activity. This is particularly relevant in the case of those service users who would not be able to attend without additional support being given.

Each project has its' own criteria for determining criteria for transportation and information on this can be supplied if requested.

## **Staffing Levels**

Staffing levels will be set on the basis of a needs assessment which will be carried out for every service user. If necessary a risk assessment which will also be carried out and appropriate staffing levels will be set. If the risk is deemed to be too great to either the service user, other service users or the staff/volunteers supporting the project, then admission will be withdrawn.

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## Activities

All activities will be based on the service users ability level and interest. Wherever possible, activities will be differentiated to take into account the individual service users ability levels. All activities will be risk assessed to ensure that they are appropriate for the service user involved. Activities that are deemed to be too high a risk will be withdrawn.

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