



Review Sheet

Last Reviewed
13 Oct '20Last Amended
22/4/2021Next Planned Review in 12 months, or
sooner as required.

Business impact



Changes are important, but urgent implementation is not required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

This policy sets out the framework for activity provision within the service. The policy has been reviewed with minor changes. A new procedure section has been introduced discussing resources available for activities during COVID-19. The form has been updated to make it easier to use.

Relevant legislation:

- The Care Act 2014
- Equality Act 2010
- Equality Act 2010: Chapter 1 (Protected Characteristics) Chapter 2 (Prohibited Conduct) and Chapter 3 (Services and Public Functions)
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Safety at Work etc. Act 1974
- Human Rights Act 1998
- Mental Capacity Act 2005
- Mental Capacity Act Code of Practice

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: NICE, (2008), *Mental wellbeing in over 65s: occupational therapy and physical activity interventions*. [Online] Available from: <https://www.nice.org.uk/guidance/ph16/chapter/1-Recommendations> [Accessed: 18/11/2020]
- Author: NICE, (2013), *Mental wellbeing of older people in care homes*. [Online] Available from: <https://www.nice.org.uk/guidance/qs50/chapter/quality-statement-1-participation-in-meaningful-activity> [Accessed: 18/11/2020]
- Author: NICE, (2017), *Dementia overview*. [Online] Available from: <https://pathways.nice.org.uk/pathways/dementia> [Accessed: 18/11/2020]

Suggested action:

- Encourage sharing the policy through the use of the QCS App
- Add the policy to the planned team meeting agendas

Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



1. Purpose

- 1.1 To support the standards at HWCBS Care (T/A Segal Gardens) regarding recreational activities.
- 1.2 To provide a framework that supports best practice in relation to meaningful activity.
- 1.3 To support HWCBS Care (T/A Segal Gardens) in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
CARING	C3: How are people's privacy, dignity and independence respected and promoted?
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?
WELL-LED	W1: Is there a clear vision and credible strategy to deliver high-quality care and support, and promote a positive culture that is person-centred, open, inclusive and empowering, which achieves good outcomes for people?

1.4 To meet the legal requirements of the regulated activities that {HWCBS Care (T/A Segal Gardens)} is registered to provide:

- The Care Act 2014
- Equality Act 2010
- Equality Act 2010: Chapter 1 (Protected Characteristics) Chapter 2 (Prohibited Conduct) and Chapter 3 (Services and Public Functions)
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Safety at Work etc. Act 1974
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2. Scope

- 2.1 The following roles may be affected by this policy:
- All staff
- 2.2 The following Service Users may be affected by this policy:
- Service Users
- 2.3 The following stakeholders may be affected by this policy:
- Family



3. Objectives

- 3.1 To enable Service Users to continue to participate in activities in order to promote wellbeing and reduce the risk of depression, falls and increased dependency on support.
- 3.2 To support Service Users to reach their full potential through the delivery of an effective, individualised activity programme.
- 3.3 For all staff to consider every intervention with a Service User as a potential opportunity to provide meaningful activity. This is based on our Involved Assistance approach.
- 3.4 To provide a framework for best practice in relation to activity provision.



4. Policy

4.1 HWCGS Care (T/A Segal Gardens) believes that activities are part of normal life and that they are therefore best provided by all staff at HWCGS Care (T/A Segal Gardens).

There will be at least one designated person who is responsible for the promotion and coordination of activities within HWCGS Care (T/A Segal Gardens), linking with the Service User's consultation processes where necessary and possible. Overall responsibility lies with Mr Damian Cummings Gillian Gilmore as part of the management of HWCGS Care (T/A Segal Gardens).

4.2 Service Users will be offered opportunities during their day to participate in meaningful activity that promotes their health and wellbeing as well as feeling enabled to maintain and develop their personal identity.

4.3 HWCGS Care (T/A Segal Gardens) will provide opportunities for Service Users to take part in activities in line with best practice and the Equality Act but also in recognition that meaningful activity is an essential need for all and the effects of not providing meaningful activity are detrimental to wellbeing.

4.4 HWCGS Care (T/A Segal Gardens) will nurture a positive culture in promoting recreational activity. All staff will interact verbally/non-verbally with Service Users from time to time during their day and this interaction will be seen as meaningful and will be encouraged.

4.5 HWCGS Care (T/A Segal Gardens) will access resources (such as assessment tools like the Pool Activity Level Instrument), training and education in order to enhance activity provision and ensure that current best practice is implemented.

4.6 Where a Service User is unable to make decisions around their recreational choices due to cognitive decline, the Mental Capacity Act will be adhered to and best interest decisions made in conjunction with those persons that know the Service User best. Alongside this, staff will observe the likes and dislikes of the Service User at the time to build a greater appreciation of potential recreational activities that may be suitable.

4.7 COVID 19 Activities. Throughout the pandemic our residents have had necessary restrictions for their best interest requirements which have restricted their social opportunities. Following the recent changes to government policy and procedure it is the legal plan that social venues and experiences are more available to public with the requirement for maintained Covid 19 guidelines relating to protective measures such as facemasks, 'hands, face and space'. Segal Gardens supports adults of a working age and this infers that they are, by their age ratio and that they have had a second vaccine, a reduced risk level than other care home residents of the elderly age.

In addition to this current residents with mental capacity and compliance to the requirements of Covid 19 welfare have asked and written to management requesting when they will be able to go out on activities based on their preferences. Segal Gardens held a management meeting on 20/4/2021 to discuss this and support and create a safe protocol to support planned, required and specific external activities. This resulted in an agreement to implement 'Segal Gardens' Covid Activity Recording Sheet' which is to be used for ALL activities for residents involving more comprehensive opportunities with increased social potential (i.e. town centre, library, outside café access). Each activity must be pre-planned and have a risk assessment completed to evaluate what is planned to happen to minimise risk and best welfare needs.

The activity must be based on an anticipated objective and highlight the best interest planning to ensure that all welfare needs are maintained including compliance with PPE, social distancing, travel and 'hands, face & space'. The activity must follow the prepared plan and only locations pre-planned to visit can be accessed. It is agreed to minimise risk and welfare that no more than two planned locations or environments should be visited at any time.

We fully acknowledge that some residents lack the mental capacity to understand and comply with safety measures for Covid 19 welfare. This must not be a detriment to their opportunities, but it is required that as part of the planned process that a mental capacity assessment is undertaken to establish best interest needs and to develop a robust risk plan to fully support opportunities.

The full paperwork is enclosed in the following pages.



Segal Gardens Covid Activity Recording Sheet

For use for ALL activities for residents involving more comprehensive opportunities with increased social potential (i.e. town centre, library, outside café access). Each activity must be pre-planned and have a risk assessment completed to evaluate what is planned to happen to minimise risk and best welfare needs. The plan must be agreed by management / Team Leader by signature before it is authorised to take place.

Resident Name:

Staff Name:

Date:

Planned time of activity

Actual time of activity:

Does the resident have Mental Capacity understanding about Covid 19 and welfare measures required to maintain their safety?

YES UNSURE NO

If **Yes** continue to the activity planning stages below

*If **Unsure** or **No** please complete a mental capacity assessment and share with management for best interest action plan.*

Activity Planned:

Please be specific with the exact plans and what is hoped to be achieved.

Where will be visited

.....

What risks may be applicable

.....

What measures to control the risk will be taken



.....
Has the resident agreed to wear PPE as required and if so what will be used

.....
How will the activity be reached?
.....

To complete on return

Risks or concerns to consider for future activities or care plan review:

Was vehicle used: -

Authorised by: -

Distance travelled at a cost of (multiply by 0.44 per mile) £

Cost incurred to HWCGRS:

Cost incurred to Resident:

Staff Signature Date

Authorised by Date



5. Procedure

5.1 Individually Tailored Activity

- Staff will need to gain knowledge about Service Users' individual life stories, experiences, and interests. This will include an assessment of their current level of physical, cognitive and psychological ability. Gathering this information will start at pre-assessment and be an ongoing process. Staff should refer to the pre-assessment and Care Planning policies for further details
- By gaining this knowledge staff will be able to select personally meaningful activities that will most engage that Service User and use the Involved Assistance approach to support positive experiences.
- Making sure a Service User has the correct 'fit' with activities is the responsibility of staff and all. This includes creating activities that will be within a Service User's achievable capabilities, but not too simple
- Service Users who want to, should be included as much as possible in daily routines, for example, folding paper napkins, laying tables, sweeping up, clearing plates away, washing up etc. This encourages Service Users to be active and feel that they are helping out. This is part of Involved Assistance.
- When people can no longer join in with the more complex activities on offer, sensory stimulation/therapy can still be enjoyed. Some examples are aromatherapy, hand massage, music, singing, rhythm, movement, taste, touch, stroking animals and use of bright colour
- The environment should contribute towards interest and sensory stimulation, providing opportunities for hands-on engagement for example 'rummage boxes', craft items for people to explore.
- The Activity Planner should be readily available to guide the outcomes and positive experiences.
- There should be a good variety in the programme of daily events, and this should cover the seven day period.
- The Activity Planner should be in a format that enables everyone to understand clearly the events taking place and this could include using pictures or producing it in different formats.
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5.2 COVID-19 and Activity Provision

HWCGS Care (T/A Segal Gardens) is aware of the need to act with caution when providing activities during the pandemic whilst ensuring that Service Users have access to a range of activities and opportunities that support their health and wellbeing.



6. Definitions

6.1 Wellbeing

- Wellbeing is quite simply the state of being comfortable, healthy, or happy. The World Health Organisation (WHO) extends this by stating 'Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity'

6.2 Meaningful Activity

- In the context of this policy, the term meaningful activity is used often. NICE defines meaningful activity as physical, social and leisure activities that are tailored to a person's needs and preferences

6.3 Life Histories

- Individuals may be better understood when viewed through time. A Life History is a timeline that connects separate events into one. Life Histories can be used to support relationship building, act as a strategy for managing Service Users who are distressed or anxious and support individualised care

6.4 Activities Coordinator

- An Activities Coordinator develops and plans activities, outings and events. They are responsible for developing programmes, staffing the events and overseeing the implementation of activities



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- In order to promote activity, the needs and choices of Service Users must be the starting point
- Effective partnership working plays a large role in the provision of activities for Service Users
- The aim of activity for Service Users is to promote and enhance their quality of life through maintaining and restoring wellbeing
- Activities are just as important as the personal cleanliness, comfort and safety of Service Users and all staff play a role
- All staff, regardless of role, are expected to provide meaningful activity for the Service User



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- You can expect to be offered a range of activities within HWCGS Care (T/A Segal Gardens)
- Staff will establish your preferences and wishes in relation to the types of meaningful activity that are offered
- HWCGS Care (T/A Segal Gardens) will seek to gain feedback and comments from staff, you and/or your family members in relation to activity provision to ensure that it is fit for purpose at HWCGS Care (T/A Segal Gardens)
- All staff at HWCGS Care (T/A Segal Gardens) will support you with meaningful activity



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

NAPA, National Activity Providers Association: <https://napa-activities.co.uk/>

Royal College of Occupational Therapists:

<https://www.rcot.co.uk/about-occupational-therapy/living-well-care-homes-2019>



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- Activity provision is viewed as a 24/7 service and activity should be available seven days a week
- Service Users are supported to continue with their interests or to take up new ones. Skills and experience are promoted and utilised within HWCGS Care (T/A Segal Gardens)
- There is a clear commitment to making sure Service Users are engaged and remain as independent as possible. HWCGS Care (T/A Segal Gardens) uses innovative ways to improve people's enjoyment
- There is a culture where all staff promote meaningful activity, and this is observed in daily practice
- The wide understanding of the policy is enabled by proactive use of the QCS App



Forms

Currently there is no form attached to this policy.